**TENDER NOTICE**

Limited Tender Notice No: NIIH/STORE/29/2019-20          DATE: 24/07/2019

The Director, ICMR-National Institute of Immunohaematology NIIH, ICMR, Mumbai, invites sealed limited tender in Double bid System up-to 14.08.19 (Wednesday) (4.00 PM) from Manufacturers/sole Authorized Dealer /Distributors for purchase of following equipment as per details given below during the financial year 2019-2020 :-

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Equipment</th>
<th>Qty</th>
<th>Specification</th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td>Adjustable Volume Micro Pipette set.</td>
<td>01</td>
<td>Should be Adjustable Volume Micropipettes.</td>
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<td>- Should be Fully Autoclavable.</td>
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<td>- Should have volume lock.</td>
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<td>- Should be light weight.</td>
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<td>- Should have sturdy metal tip ejector.</td>
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<td>- Should have comfortable, contoured grip.</td>
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<td>- Should accommodate Standard pipette tips.</td>
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<td>- Should be highly resistant to heat, acids and alkalies, bleaches, aging, sunlight and abrasion.</td>
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<td>- Should be in following volumes and quantities:</td>
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<td>0.2-2μl Qty 1</td>
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<td>1-2μl  Qty 1</td>
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<td>0.5-10μl Qty 1</td>
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<td>2-20μl Qty 1</td>
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<td>5-50μl Qty 1</td>
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<td>10-100μl Qty 1</td>
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<td>20-200μl Qty 1</td>
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<td>100-1000 Qty 1</td>
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<td>Description</td>
<td>Quantity</td>
<td>Details</td>
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<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
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<tr>
<td>02</td>
<td>Liquid nitrogen container</td>
<td>01</td>
<td>Capacity 35 lit. Box-type storage racks. Cryo, boxes, gloves and goggles. Temperature indicator, temperature data logging and alarms functions. System must maintain a temperature of less than -190 degoC.</td>
</tr>
<tr>
<td>03</td>
<td>Mini Co2 Incubator</td>
<td>01</td>
<td>16 liter capacity. Light Wt. Co2 control by IR and sensor. Temperature 37 dg.</td>
</tr>
<tr>
<td>04</td>
<td>UV-transilluminator</td>
<td>01</td>
<td>UV-transparent diffuser window (20 x 25 cm) UV protective cover. 8 UV tubes. Chromafilter to improve contrast of fluorescent bands and filter UV-light. Switch for dual intensity of UV-light. Compact trapezoid dark viewing hood with removable binocular chromafilter eyepiece. Negligible photo-bleaching and photonicking of DNA. Sensitivity 1 ng per band. 366 nm UVA.</td>
</tr>
<tr>
<td>05</td>
<td>Digital Balance</td>
<td>01</td>
<td>Maximum capacity – 220 g. Readability – 0.0001g. Pan size – 90mm. Calibration – Semi automated / Automated. Units of measure - Carat; Grain; Gram; Kilogram; Milligram; Newton; Ounce; Ounce Troy; Pennyweight; Pound. Tare range – full capacity. Stabilization time – 3s.</td>
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<tr>
<td>06</td>
<td>Submerged electrophoresis unit</td>
<td>01</td>
<td>1. 15 (w) x 20 (l) cm, UV transparency of greater than 95% at 366nm. With four combs of 25 wells, fixed height. 2. 10 (w) x 15 (l) cm, UV opaque, better than 99.9% at 254 nm, better than 99% at 310 nm, better than 99% at 366 nm. With three combs of 15 wells, fixed height, 1.5 mm thick. With three combs of 10 wells, fixed height, 1.5 mm thick, multichannel pipette compatible. 3. 7 (w) x 10 (l) cm, UV opaque, better than</td>
</tr>
</tbody>
</table>
99.9% at 254 nm, better than 99% at 310
nm, better than 99% at 366 nm.
With two combs of 10 wells, fixed height,
1.5 mm thick.
Casting stand of variable length from 20 cm
to 5 cm, with springs for adjustment,
without screws.
Equipment should have fixed electrodes
with platinum set into grooves to ensure no
breakage, with connectors mounted at an
angle on the sides of the equipment. Gold
plated male connectors on the equipment
should have resin filled base for sealing
from buffer.
Lid for safety
Unidirectional migration such that samples
will not migrate if power leads are
connected wrongly.
UV transparent tray should be gel gripping
so that gel does not slide out while moving.
Equipment should be upgradable to
accommodating trays of length 25 cm
Electrical cords with male and female
connectors.

<table>
<thead>
<tr>
<th>07</th>
<th>Power Pack</th>
<th>01</th>
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<tbody>
<tr>
<td>Output specification – 200-300V, 400-500mA, 100-150W</td>
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<td>Output range - Constant voltage and current of 0-300V &amp; 0-500mA, fully adjustable for 1V or 1mA; continuous power display</td>
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<td>Mode of regulation – Cc or Cv with auto crossover and LED indicators</td>
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<td>Timer from 0.01 sec to 999 hours, Auto recovery of set point of voltage and time if there is power failure</td>
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<td>Operating temperature range of 0-50 deg Celsius</td>
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<td>Foot print not larger than 16 x 21 cm</td>
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<td>With pause resume switch</td>
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<tr>
<th>08</th>
<th>Single plate shaker</th>
<th>01</th>
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<tr>
<td>Speed 300-1800rpm</td>
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<tr>
<td>Timer setting 1-99mins and infinity</td>
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<tr>
<td>Usable at cold and room temperature</td>
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<td>Universal fit – comes with two sets of interchangeable clamps for different microplates</td>
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</tbody>
</table>
| 09 | Vortex | 01 | IQ OQ PQ certification  
|     |        |    | Speed Range: 0 ~ 3,300 rpm  
|     |        |    | Shaking Motion: Orbital  
|     |        |    | Control: Analog Phase Controller  
|     |        |    | Head: Included Pop-off Cup Head & Ø 76mm  
|     |        |    | Platform  
|     |        |    | Material: Aluminum Die-Casting with Powder Coating  
|     |        |    | Dimension: 160 (w) x 128 (d) x 145 (h) mm  
|     |        |    | Weight: 3 kg  
|     |        |    | Power Consumption: 30 W  
|     |        |    | Power Supply: AC 230V, 1n, 50/60Hz  
|     |        |    | With Certificate & Traceability: Controlled by Serial Number, Certificate, Delivery-information, and Traceable Data Base System  
|     |        |    | Ideal for Mixing Solutions in Test Tubes or Small Flasks with Circular, Oscillating Movement  
|     |        |    | Variable Speed Control Allows Slow Speed Shaking Action up to High Speed Vortex  
|     |        |    | CE Certified  
|     |        |    | PL(Product Liability) Insurance  
|     |        |    | Gentle Mixing to re-suspending Pellet  
|     |        |    | Supplied with Ø76 mm Platform and Pop-Off Cup / Microtube Platform (Optional)  
|     |        |    | Realize High Power, Stable Motion with Low Noise  
|     |        |    | Tough Metal Housing Provides a Stable Platform for all types of Mixing  
|     |        |    | 3-position Power Switch Operates with Continuous Action or "Touch On" Control  
|     |        |    | Aluminum Die-casting with Powder Coating  
|     |        |    | Various Shapes, Sizes and Materials of the Head allows for mixing of almost all Common Tubes or Containers  

| 10 | Microcentrifuge | 01 | IQ/OQ/PQ required  
|     |                |    | ☐ CE certified  
|     |                |    | ☐ Quick spin down  
|     |                |    | ☐ Should be made up from UV resistant plastic  
|     |                |    | ☐ Rotors should be tool free for a fast and easy exchange  

| 11 | Microwave oven | 61 | IQ OQ PQ certification  
Capacity: 21 Liter  
Heat Source: Convection  
Power: Power Consumption (Microwave) 1,200 watts Power Source  
230V/50Hz Output Power (Max) 2350W  
Display Type: LED bar  
Control Method: Bubble Switch  
Door Opening Type: Handle  
Microwave Distribution: Turntable  
Cavity interior: Ceramic enamel (5 year Warranty) |
| 12 | Membrane Filter Holder (2 Nos.) | 62 | Material: PSF Autoclavable  
Upper chamber capacity: 250 mL  
Lower chamber capacity: 250 mL  
Spare Seal kit |
| 13 | Hand Operated Vacuum Pump | 63 | Material: PVC  
Attain and Hold Vacuum of 25 Inch Of Hg.  
Pumping Rate 15 cc/Stroke  
Positive Pressure at Exhaust Port: 7 Psig |
| 14 | Microplate incubator | 64 | IQ OQ PQ certification  
Capacity 96 well x 4 plates  
Temp. Range RT+5-70°C  
Temp. Accuracy ≤±0.2°C  
Temp. Uniformity ≤±0.5°C  
Time for Heating ≤25min (from 20°C to 70°C)  
Power 150 W  
Power Supply 220V, 60Hz  
Controlled by advance microprocessor and Peltier based heating/cooling mechanism.  
Bidirectional heating system  
Temperature stability of ±0.3°C and uniformity |
<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Quantity</th>
<th>Specifications</th>
</tr>
</thead>
</table>
| 15 | ANTI PLAGARISM SOFTWARE                          | 01       | 1. Professional plagiarism detection and prevention technology used worldwide by scholarly publishers and research institutions to ensure the originality of written work before publication.  
2. License to make N nos. of publication submission.  
3. Single campus subscription with at least 25 end user model.  
4. It includes intellectual property protection and document-versus-document(s) analysis.  
5. It should publish works from journals, periodicals, magazines, encyclopedias, abstracts. |
| 16 | Horizontal gel electrophoresis unit              | 01       | Wide agarose gel electrophoresis unit with casting tray and lid  
Accommodating 20, 32, 2 * 32 wells  
Cell size: 20 * 26 * 7.5 cm  
Gel tray: 15 * 7, 7 * 10 cm  
Buffer volume: 650 mL |
| 17 | PCR freezer racks                                | 01       | Capacity: PCR tubes, 96 well plates, and strip tubes  
Places: 96 (12 * 8 array)  
150 mm (L) * 100 mm (W) * 75 mm (H)  
JUSTIFICATION: Required for molecular biology and culture work. |
| 18 | Cell Freezing container                          | 01       | Size: 1.5 – 2 mL;  
1 – 2 mL cryotube;  
0.5 mL microtube  
Places: 32 (8 * 4 array) |
<p>| 19 | Horizontal submerge agarose gel electrophoresis  | 01       | UV-transparent tray with gel gripping design (10 W x 15 l) Qty: 2 nos. |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
</table>
| 1   | System                                           | Uni-directional migration  
No. of samples: 15 well comb 1.5 mm, 2 nos. 10 well comb 1.5 mm, 2 nos.  
Buffer requirement: 1800 mL  
Tank with electrodes and male connectors mounted at an angle  
Comb stand with positioning pins and metal screws for adjusting comb height  
PMMA comb  
Gel slicer  
Niche cleaner  
Lid  
Electrical cords with male and female connectors designed for user safety (one pair) |
| 20  | Gel Electrophoresis Power supply                 | The gel electrophoresis power supply should be with constant voltage and constant current (10-300 Volts, 5-350mA)  
- It should have 3-5 pair recessed banana jacks connected in parallel  
- Display: LCD  
- Should have pause/resume function and automatic recovery after power failure  
- It should have safety features like overload/short circuit protection, over voltage detection, input line protection  
- It should be compact and simple to operate with variable sizes of gel electrophoresis system. |
| 21  | High Speed Centrifuge                           | 12 position centrifuge for 1.5/2.0 ml tubes with adjustable changeable rotor head  
- Rotational Speed: >14,000 rpm  
- Should have bright display with speed or g-force and time  
- It should have possibility to add kit rotor having raised rim for safe centrifugation of spin columns or 1.5/2.0 ml tubes with Open tube lids.  
- It should have possibility of 2 x PCR 8-tube strip rotor.  
- Low Noise when in use at high speed |
| 22  | Combs and Tray                                   | Customized tray for agarose gel of width 15.5 cm and length 15 cm. Material transparent PMMA. Tray bottom of UV opaque PMMA. Tray |
| 23 | PCR cooler for 96 well plates (0.2 mL) | 01 | Should reliably maintain samples at 0 °C for more than an hour  
- Should be made up of silica gel  
  - Temperature safety should be indicated by color change when temperature is exceeded  
  - Space saving  
  - Superior to an ice bath: safe from contamination  
  - should be Prohibits freezing of samples due to special cone contour  
  - The temperature of each individual well should be indicated by its color  
  - It should be for 0.2 mL PCR plates 96 |
| 24 | PCR cooler for 1.5ml | 01 | Deal for cooling, transporting, and storing deep-frozen samples  
- PCR cooler should be made up of silica gel  
  - Space saving  
  - Superior to an ice bath: safe from contamination  
  - should be Prohibits freezing of samples due to special cone contour  
  - The temperature of each individual well should be indicated by its color  
  - should be Holds up to 15 micro tubes (1.5 mL/2.0 mL) for broad flexibility |
25  Vertical Laminar Air Flow  01  Constructed in Mild steel with powder coating
Stainless steel
100Ft min
HEPA filtration for 99.99% efficiency at 0.3 micron
Ergonomic 10 degree sloped front
Allow easy cleaning
Noise & vibration Low
Internal Size 2x2 ft
UV Timer
On & Off Synchronized with front sash door

Terms & Conditions:-

Tenders should reach this office positively on or before 14.08.2019 (Wednesday) at (4.00PM).
Late tenders will not be entertained.

Every firm who submits a tender shall submit the tender in usual printed form of their firm. The firm should also quote latest version having the mentioned or higher technical specification. If there is any upgraded version is launched at the time of placing order, the firm should inform the institute. The firm should Submit that the items is new equipment & not a refurbished.

The time allowed for supplying items as mentioned in the tender shall be strictly observed by the tenderer & shall be deemed to be of the essence of the contract on the part of the tenderer.

Earnest money mentioned against the item should be deposited by every firm except those firms which are registered with NISC etc. in the office through Demand Draft along with the Technical Bid in Favour of Director, ICMR-National Institute of Immunohaematology (ICMR-NIIH), Mumbai, which shall be retained after accepting the tender. Tender without having the EMD is liable to be rejected.

In the event of tender being rejected, the earnest money forwarded with such unaccepted tender shall thereupon be returned to the tenderer.

If the tenderer fails to supply the items within the stipulated period or to complete their promises committed in their tenders or during negotiation / discussion, the tender shall be forfeited & no further business will be done with that firm & action to black list the firm may also be taken.

The supply should generally be made in the office premises within 2-3 weeks from the date of issue of supply order & in case of imported item, the delivery should be made as the time
mentioned in the tender. If there are any charges to be paid due to delay in supply the same will be borne by the tenderer and any charges may also be cancelled in special contingent circumstances.

Service of products after sale preferably at Mumbai / (Maharashtra) or the nearest place should be mentioned. Please mention the time after lodging the complaint a certificate for local support given by manufacturer.

Priority shall be given to the ISO Certified supplier & the material should be ISI or ISO certified.

If quoted equipment or model is discontinued after quoting the item, the firm will supply the equivalent or higher version.

**Prices should be valid upto 31/07/2020.**

No advance payment will be made. 100% payment will only be released after supplying & successful installation of the equipment. The equipment should be on 3 Years Warranty / CMC (Annexure – A) & 2 Years non comprehensive service for equipment Free of cost & after furnishing security deposit in the form of Bank Guarantee (Annexure –B) issued by any Nationalized / Commercial Bank / FDR (duly pledged in Favour of Director, NIIH, Mumbai) / Demand Draft @ 10 % of the value for a period of sixty days beyond the expiry of the warranty period. Security deposit is not required in case of value of equipment is upto Rs.1.00 Lakh. In case security deposit is not furnished by the firm then this amount will be deducted at the time of releasing the payment.

The envelope containing tender should be superscribed with Limited Tender for purchase of Equipments (name of equipment must be mentioned) during the year 2019 – 2020. Separate envelope must be used for each equipment. In case more than one tender are received in a single envelope all tenders will be summarily rejected.

Any assembled parts or the parts from the grey market will not be acceptable. For any repair / replacement of the item, only the accessories authorized by the Manufacturers should be used. During the Guarantee / Warranty period any up gradation or updating, if necessary will have to be done at the cost of the supplier.

Break down service will have to be provided preferably within 3 working days of the first call. If the break-down period is beyond, the penalty action will be taken against the firm/company.

Every tender for equipments should contain two envelopes one with technical specification of the Equipment & the order with the financial tender. The separate rates for each make & model should be quoted. The tender that qualifies for the technical specification only will be taken for consideration of the financial aspects.

A certificate regarding manufacturer / distributorship should be attached along with the tender.

Incomplete tenders are liable to be rejected.
In case of any dispute, jurisdiction will be at Mumbai.

The supplier should mention about the same or other equipment installed in and around Mumbai along with their stations and date of installation and a certificate from the user/person.

Director reserves the right to accept or reject all or any tender partly or fully and also increase or decrease the quantity of the items without assigning any reasons. No correspondence will be entertained in this regard.

Rates of tender for imported equipment will be on F.O.B. basis destination up to Mumbai and all the dispatch related information of the item like Packing Slip, Airway Bill, Bill of Lading (Original), Certificate of Origin from Chamber of Commerce (Original), especially for credit supplies. Insurance Certificate (Original) shall be communicated to this office well in time.

The firms, which have enclosed transaction details done by them for the last three years will be eligible for submitting the tender form. Please submit the audited balance sheets of last three years as a proof, otherwise tender will not be considered.

Council employees or their relatives are not entitled to purchase or submit the tender forms.

Detailed Tender documents can be seen and download from the website of this office http://niih.org.in / https://icmr.nic.in of Institutes headquarter at Mumbai,

The tenderer has to submit the copies of their valid/current income tax clearance along with PAN and copies of GSTN also.

Every tenderer, should submit complete tender document duly filled and signed with seal of the firm along with the necessary documents, viz. Declaration Form and Warranty / Guarantee certificate, otherwise their bid will not be accepted.

As per GOI instructions, all payments to suppliers etc. are to be made by direct credit to the bank account of the beneficiaries through PFMS. Therefore all the beneficiaries (Suppliers/firms) are essentially required to submit/fill up the mandate form (Annexure-D) duly attested along-with a cancelled cheque of the firm. In case there is a change in the beneficiary's account number etc. in later stage, the revised mandate form shall have to be furnished.

Prior turnover and prior experience to Micro & Small Enterprises (MSES) is relaxable subject to meeting of quality and technical specifications in accordance with the relevant provisions of GFR-2017. Encl- declaration form.

Director
Enclosed following Documents/Certificates:

**IN ENVELOPE : I**

1. Tender form duly filled and signed
2. Authorization letter from manufacturer
3. Acceptance of penalty clause, risk purchase clause in case of default
4. Acceptance of Sales and Service Contract/Warranty clause
5. Tender from conditions duly sign

**IN ENVELOPE: II (Technical Bid)**

1. This should be sealed in a separate envelope marked *Envelope II* indicating on the cover Tender No. and product description.
2. This envelope should contain list of users of the product quoted along with adequate technical literature.

**IN ENVELOPE : III (COMMERCIAL BID)**

1. List of users of model quoted with complete address
2. Descriptive catalogue/pamphlets of products
3. Specification compliance statement

**Signature of Tendered with official rubber stamp**

a) Tendered should enclose the above document according to the serial order given above.

b) The above information and documents must be furnished failing which the tender is likely to be rejected.
Annexure-A

**WARRANTY CERTIFICATE**

We warrant that everything to be supplied by us hereunder shall be brand new, free from all defects and faults in materials, workmanship and manufacture and shall be of the highest grade and quality and consistent with the established and generally accepted standards for material of the type ordered shall be in full conformity with the specification, drawing, or samples, and operate properly. We shall be fully responsible for its efficient operation. This Warranty shall survive inspection of any payment or and acceptance of the goods but shall expire after (except in respect of complaints of which the supply has been notified prior to such date) **36 months** plus six days beyond the expiry of Comprehensive warranty from the date of successful installation, commissioning and acceptance by **ICMR-National Institute of Immunohaematology**, Mumbai and **2 Years** non comprehensive service for equipment Free of cost.

The obligations under the Warranty expressed above shall include all costs relating to labor, spares, maintenance (preventive and unscheduled) and transport charges from site to the manufacturers work and back and free repair/adjustment or replacement at site or any parts of the equipment which under normal and proper use and maintenance proves defective in design, material or workmanship or fails to conform to the specifications previously given by the **ICMR-NIIH**, Mumbai to the supplier.

Signature & seal of bidder

Note: It should be provided in the letter head of the firm/ company.
Annexure-B

(To be typed on 100 rupees Stamp Paper)

Performance Bank Guarantee

Bank Guarantee No.:-----------------------------

Amount of Guarantee: Rs. -----------------------

Valid Up to :---------------------------

Guarantee Cover from : to _____________ to _______________

The Director
ICMR-National Institute of Immunohaematology,
(Indian Council of Medical Research)
Ministry of Health, Govt. of India
13th Floor, N. M.S. Bldg, KEM Hospital, Parel, Mumbai - 400012

This deed of guarantee executed by (Name of Bank) ................Constituted under the (Bank Act)........................... having its Corporate Centre at and amongst other places Branch........................................................................................... (hereinafter referred to as “the Bank”) in favour of Director, ICMR - National Institute of Immunohaematology — Mumbai - 400012. (hereinafter referred to as “the Beneficiary”) for an amount not exceeding Rs. ................. (Rupees ................. .) at the request of (Name of Firm) ............ (hereinafter referred to as “the Contractors”).

This Guarantee is issued subject to the condition that the liability of the Bank under this Guarantee is limited to a maximum of Rs. ................. .. (Rupees ..................................................) and the Guarantee shall remain in full force upto and cannot be invoked otherwise than by a written demand or claim under this Guarantee served on the bank on or before ........................................

Whereas you have entered in to a contract reference No.…………………… P.O. No. ......................... JBP/NIRTH/Stores/Budget/ / Dt:……………..with (Name of Firm)……………………………………………………………………………………………………………………………………………….. which is hereinafter referred to as “the said contract” and whereas (Name of Firm) ................. has undertaken to produce Bank Guarantee for the 10% of the contract price amounting to Rs. ......................... .. (Rupees ..................................................) to secure its obligations to ICMR - National Institute of Immunohaematology - Mumbai - 400012. for the warranty of the equipment supplied.

We, (Name of Bank) ........................... .................. hereby expressly irrevocably and unreservedly undertake and guarantee as Principal obliges on behalf of (Name of Firm) that in
the event  **ICMR - National Institute of Immunohaematology - Mumbai - 400012** declares to us through you that (Name of Firm) .......................... has not fulfilled the warranty/other obligations according to the contractual warranty obligations under the said contract to pay you on demand without any reference to M/s an amount of Rs. .......................... (Rupees Notwithstanding any right/disputes raised by (Name of Firm) ...................................................... or any said or proceedings pending in any competent Indian Court or before any arbitration tribunal, your written demand shall be conclusive evidence to us that such payment is payable under the terms of the said contract and shall be binding in all respect on us.

We shall not be discharged or released from the aforesaid undertaking and guarantee by any arrangements, variations made between you and (Name of Firm) ............... indulgence to (Name of Firm) ........................................................ by you with or without our consent and knowledge or by alterations in the obligations of (Name of Firm) ........................................................ by any forbearance whether as to payment time performance or otherwise.

We further agree and undertake not to revoke this guarantee before the same is discharged in writing by you. This guarantee shall remain valid until.........................

Notwithstanding anything contained herein. Our liability under this guarantee is restricted to Rs. ...........................(Rupees ......................................................)

This Bank Guarantee shall be valid up to ......................... We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only if you produce us a written claim or demand and received by us or before ..........i.e. the date of expiry of this bank guarantee. The Bank Guarantee should be returned to us after the Expiry date for cancellation purpose, even if the original guarantee is not returned, our liability on this guarantee ceased to exist.

Dated at ..................at this ..................Day of .....................

Dated: ________________________

Place: _________________________

(Signature of authorized Officer of the Bank)

Witness (Name, Address & Signature)

1.

2.
# MANDATE FORM FOR RTGS/NEFT

**Annexure – D**

To,
The Director,
ICMR-NIIH,
13th Floor, N. M. Bldg, KEM Hospital,
Parel, Mumbai – 400012.

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<tbody>
<tr>
<td>1</td>
<td>Vendor Name (Beneficiary Name)</td>
</tr>
<tr>
<td>2</td>
<td>PAN Number</td>
</tr>
<tr>
<td>3</td>
<td>TAN Number</td>
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<tr>
<td>4</td>
<td>TIN Number</td>
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<tr>
<td>5</td>
<td>Service Tax No.</td>
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<td>9</td>
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<td>Email No.</td>
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<td>Bank Name</td>
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<td>17</td>
<td>IFSC Code</td>
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<tr>
<td>18</td>
<td>Account Number</td>
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NOTE: Please attach a photocopy of cancelled cheque for purpose of verification of the concerned Bank account.

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not affected at all for reasons of incomplete and incorrect information, I would not be holding the user Institute responsible.

Date:

Signature/Seal of Dealer/Firm