



CENTRE OF EXCELLENCE IN MICROBIOME

An initiative of the Govt. of Kerala under KSCSTE

KINFRA Film and Video Park, Chanthavila, Kazhakoottam, Thiruvananthapuram, Kerala 695585, India.

NOTICE INVITING QUOTATION

Quotation Number	CoEM/Purchase/Equipment/Non-Con/2026/01-QTN
Date of publishing the Quotation	03/09/2026
Due date and time for receipt of quotations	14/09/2026; 11:30 AM
Date and time for opening of quotations	14/09/2026; 1:30 PM
Designation and address of officer to whom the quotation is to be addressed	The Director Centre of Excellence in Microbiome, First floor- RGCB Bio Innovation Center, KINFRA Film & Video Park, Chanthavila, Kazhakkootam, Thiruvananthapuram, Kerala – 695585
Superscription: Quotation for Micropipettes	

Sealed quotations are invited from AUTHORISED AGENTS/AUTHORISED SUPPLIERS, preferably from Kerala, for the supply of the materials specified in the schedule attached below/overleaf for the use of Centre of Excellence in Microbiome.

GENERAL TERMS AND CONDITIONS

- Period of Delivery: Within 15 days from the date of supply order at the **Centre of Excellence in Microbiome, First floor- RGCB Bio Innovation Center, KINFRA Film & Video Park, Chanthavila, Kazhakkootam, Thiruvananthapuram, Kerala – 695585.**
- The quoted rates should be inclusive of GST, freight, handling, loading, unloading, installation, testing and training etc.
- The bidder should have valid GST registration and the same must be mentioned in the quotation.
- The bidders must submit the quotations and technical compliance statement as per the format attached as **Annexure I (Part A and Part B)** and the undertaking as per **Annexure II** on their own papers/letter head with seal and sign. The technical details such as make, model, catalogue number, drawings/pamphlets etc. so as to confirm that the offered product is meeting the technical specification as per schedule of supply are to be submitted along with the quotation.
- The products must be durable, of superior quality, and must comply with the standards of leading manufacturers such as Brand, Sartorius, or its equivalents.
- If any license or permit is required, bidders must specify in their quotation and also state the authority to whom application is to be made.
- The maximum period required for delivery of the articles should also be mentioned.
- The quotations will be opened at the prescribed time in the presence of the bidders or their authorized representatives who may wish to be present at that time.
- Acceptance of the quotation constitutes a concluded contract.
- CoEM reserves the right to cancel the order in case the items are not supplied within the stipulated period or non-fulfilment of contractual obligations.

- Payment will be made only after the satisfactory supply and submission of invoice in duplicate. In case of any defects, the material shall be replaced immediately prior to the release of the payment.
- The quotation should be addressed to;

Superscription: Quotation – Equipment

Address:

**The Director,
Centre of Excellence in Microbiome,
First floor- RGCB Bio Innovation Center, KINFRA
Film and Video Park, Chanthavila,
Kazhakkootam, Thiruvananthapuram, Kerala-
695 585.**

DIRECTOR,CoEM

Place: Thiruvananthapuram

Date: 03.09.2026

SCHEDULE OF SUPPLY

SL No.	Description of the items	Essential Specifications	Desirable Specifications	Quantity
1	Micropipette set 1) 0.1 - 2.5/3 µl 2) 0.5 - 10 µl , 3) 2 – 20 µl , 4) 20 - 200 µl, and 5) 100 - 1000 µl	Adjustable Micro pipettes with the following specifications 1. All pipettes should have reliable volume-change protection to prevent accidental adjustments 2. All functions, from volume setting and pipetting to tip ejection, can be performed singlehanded without changing your grip. 3. The instrument should be Easy calibration Capable, Means, Hassle-free, easy calibration by the enduser, in accordance with the ISO 9001 GLP guidelines for monitoring of measuring instruments. 4. Pipettes should have 3 button operation for easy handling 5. Universal tip cone - should accept tips from other brands 6. Completely autoclavable at 121 °C, 2 bar (acc. to DIN EN 285) 7. Body should be made of high chemical resistance material, Corrosion resistant pistons and ejectors and resistant to UV radiation 8. SOPs for calibration of the dispenser can be provided with the unit. 9. Pipette should have effortless one hand operation like Volume setting, Pipetting and tip ejection for both right and left handlers. 10. Pipette should have 4 position volume displays with magnifying lens. 11. Lower part can be easy removable for easy cleaning, threaded screw type lower part preferable to avoid damage reduction 12. Greasing Silicon Gel and spread swab should be provided along with each package 13. Warranty: 1 year 14. Accessories: Benchtop rack (carousel) stand		1) 0.1 - 2.5/3 µl - 1No 2) 0.5 - 10 µl - 1No 3) 2 – 20 µl - 1No 4) 20 - 200 µl - 1No 5) 100 - 1000 µl- 2 Nos

ANNEXURE I

[To be submitted on letter head of the supplier]

QUOTATION / BID**PART A**

1	Name of the firm	
2	Quotation No.	CoEM/Purchase/Equipment/Non-Con/2026/01-QTN
3	Name and Address for Correspondence	
4	Contact number : (a)	
	(b)	
5	E-mail ID	
6	Total no. of pages in the document (to be filled mandatorily)	
6	PAN (Copy to be enclosed mandatorily)	Yes / No
7	GST Number (Copy to be enclosed mandatorily)	Yes / No
8	Is a license or permit required for the supply of items specified in the schedule of supply? If yes, mention the authority to apply to	
9	No. of days within which the items can be delivered to CoEM (Maximum: 15 days)	

Place:**Signature****Date:****Name of the authorized Signatory.**

(Seal of the Company /Firm)

PART B

SL No .	Description of the items	Essential Specification	Desirable Specification	QTY (nos)	Model. No.	Make	Total price INR	GST @ rate	Amount
1	Micropipette set 1) 0.1 - 2.5/3 µl 2) 0.5 - 10 µl , 3) 2 – 20 µl , 4) 20 - 200 µl, 5) 100 - 1000 µl	1. Adjustable Micro pipettes with the following specifications 2. All pipettes should have reliable volume-change protection to prevent accidental adjustments 3. All functions, from volume setting and pipetting to tip ejection, can be performed singlehanded without changing your grip. 4. The instrument should be Easy calibration Capable, Means, Hassle-free, easy calibration by the enduser, in accordance with the ISO 9001 GLP guidelines for monitoring of measuring instruments. 5. Pipettes should have 3 button operation for easy handling 6. Universal tip cone - should accept tips from other brands 7. Completely autoclavable at 121 °C, 2 bar (acc. to DIN EN 285) 8. Body should be made of high chemical resistance material, Corrosion resistant pistons and ejectors and resistant to UV radiation 9. SOPs for calibration of the dispenser can be provided with the unit. 10.Pipette should have effortless one hand							

		operation like Volume setting, Pipetting and tip ejection for both right and left handlers. 11. Pipette should have 4 position volume displays with magnifying lens. 12. Lower part can be easy removable for easy cleaning, threaded screw type lower part preferable to avoid damage reduction 13. Greasing Silicon Gel and spread swab should be provided along with each package 14. Warranty: 1 year 15. Accessories: Benchtop rack (carousel) stand							
	Total Amount (Inclusive of Taxes)_____ Total Amount in words (Inclusive of Taxes) _____ _____								

Place:

Signature

Date:

Name of the authorized Signatory.

(Seal of the Company /Firm)

ANNEXURE II

[To be submitted on letter head of the supplier]

To,

**The Director
Centre of Excellence in Microbiome**

UNDERTAKING BY THE VENDOR

I/We _____ have carefully gone through the various terms and conditions mentioned in the quotation notice No. **CoEM/Purchase/Equipment/Non-Con/2026/01-QTN** dated 03-09-2026 for the supply of equipment including annexures.

I hereby sign this undertaking as token of our acceptance of various conditions mentioned in quotation notice.

Place: _____

(Authorized Name & Signatory of Agency/firm with

seal) Date: _____