



आई सी एम आर – राष्ट्रीय एड्स अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR - National AIDS Research Institute
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

ICMR- NATIONAL AIDS RESEARCH INSTITUTE

Plot No.73, 'G' Block, M.I.D.C., Bhosari, PUNE – 411 026

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Web Site: <http://www.nari-icmr.res.in>

TENDER NOTICE FOR LOGISTIC SERVICES

ICMR-National AIDS Research Institute, a premier Research Institute of Indian Council of Medical Research (ICMR) intends to appoint a suitable agency to providing all the logistic services for the transport of samples/reagents/kits all over India.

Tenders are invited from reputed logistics agencies for shipment/transportation of samples/reagents/kits to/ from ICMR-NARI and to its North East zone, Eastern Part of India, Western Part of India, Northern Part of India, Southern Part of India, Andaman, Nicobar Island & Lakshdweep with Dry Ice. (Zonal Basis)

Last date for submission of Tender is **21/12/2022 by 02:00 PM**. Late/incomplete quotations will not be considers.

Bidders are advised to regularly visit CPP portal for corrigendum/amendments, if any, which will be notified on the ICMR-NARI website (www.nari-icmr.res.in) also. The Director, ICMR-NARI, Pune reserves the right to accept or reject any/all application without assigning any reason thereof and it will be binding on the parties.

DIRECTOR

1. The Brief details of the tender are as under:

| | | |
|------------|---|---|
| 1. | Tender No. | NARI/Logistic/22 -23 |
| 2. | Tender Name | Engagement of Logistics Services for Shipment/transport of Samples/Reagent/kits to all over India |
| 3. | Type of Tender | Open Tender |
| 4. | Bidding System | Two Bid System (Techno-Commercial) |
| 5. | Place of availability of bidding Documents | Download from ICMR-NARI website http://www.nari-icmr.res.in or CPPP portal of Govt. of India. |
| 6. | Last date & time of submission of Tender in ICMR-NARI | 21/12/2022 up to 02.00 P.M. |
| 7. | Tender Opening date & time in ICMR-NARI | 21/12/2022 at 03.00 P.M. |
| 8. | Bid Validity Up to | 180 (One Eighty) days from the date of opening of Bid. |
| 9. | Earnest Money Deposit in the form of DD. | Offline Mode: EMD amount for Rs. 15,000.00 (Rupees Fifteen thousand only) by Demand Draft from Nationalized Bank Only favoring to The Director, ICMR-National AIDS Research Institute, Pune payable at Pune. |
| 10. | Security Deposit / Performance Bank Guarantee / Contract Security | The successful bidder has to submit Security Deposit /Performance Bank Guarantee / Contract Security – in the form of Demand draft (in favour of The Director, ICMR-NARI) Or Performance Bank Guarantee (PBG) – for 3% (Three Percent) of the Total Contract Value, within 15 (Fifteen) days from date of LOA/LOI as per prescribed format enclosed at Annexure-IV. |
| | Validity of Performance Bank Guarantee | 60 (Sixty) days beyond the expiry of the contract period. The Agency will have to extend the validity of the same for extended period (If any). |
| 11. | Correspondence Address for Issue & Submission of Bid | The Director, ICMR-National AIDS Research Institute, Plot No: 73, G Block MIDC, Bhosari, Pune. 411026 (Maharashtra) |

OFFERS NOT ACCOMPANIED WITH PRESCRIBED EMD WILL NOT BE ENTERTAINED.

- The bidders downloading the tender document from the website- <http://www.nari-icmr.res.in> or CPP portal of Govt. of India, should ensure to submit EMD of Rs.15,000/- in form Demand Draft along with their bid in the **Cover - I** containing Technical Bid.
- Two Bid System shall be followed and bidders should take due care to submit tenders in accordance with the requirements in sealed covers. Bid Evaluation Methodology is given at as per ICMR guidelines of the Tender Document shall be the basis for evaluation of tenders.

**DIRECTOR
ICMR-NARI, Pune**

Part –I Pre qualification & conditions for the agency

The agency should hold valid license, registration and permissions that are required under the applicable laws, local/international law and regulation/notification required for logistic services.

Initially the contract will be entered for a period of 1 (one) year from the date of award of contract. The contract period, if required, may be extended for another 2 (Two) years on the same terms & conditions as mutually agreed in writing on the basis of the satisfactory performance / services of the agency.

- 1** Self attested copies of the following documents are required along with Tender:-
 - a) Valid Custom House Agent CHA Licenses.
 - b) (CHA) Registration with Mumbai / Pune Custom
 - c) GST Registration
 - d) Pan Card
 - e) Valid certificates issued by custom authorities that they are bonafide custom approved agency
 - f) Details of bankers with statement of account for the last six months.
 - g) Complete postal addresses of their office at Pune and Mumbai along with details of telephone & Fax Nos. Mobile Nos., email address etc. of both the offices.
 - h) Details of current staff strength at Pune & Mumbai.
 - i) List of Existing Clients for similar works/Assignments. (Attach Documentary proof).
 - j) Complete copy of tender document duly signed each of the pages in token of acceptance of Terms & Conditions.
 - k) The details of company setup / establishment of the agency (copy of Certificate of Incorporation / Partnership Deed).
 - l) Copy of valid ISO 9001:2008 Certificate
- 2** The Sealed bids are to be submitted in two separate envelopes
 - i) **TECHNICAL BID:** Sealed Technical Bid, along with a Demand Draft Rs.15,000/- (EMD), drawn in favour of **'The Director- National AIDS Research Institute, Pune** and other required documents mentioned in **Annexure-I**, placed in sealed envelope super-scribed **"TECHNICAL BID - Engagement of Logistics Services for Shipment/transport of Samples/Reagent/kits to all over India for ICMR-National AIDS Research Institute.** Tender Document received without EMD and prescribed Tender Fee shall not be accepted.
 - ii) **FINANCIAL BID:** Sealed Financial Bid placed in a separate envelope superscribed as **"FINANCIAL BID - Engagement of Logistics Services for Shipment/transport of Samples/Reagent/kits to all over India for ICMR-National AIDS Research Institute.**

2 The agency should have at least 5 years experience in the field of cargo consolidation and customs clearance.

3 For delayed clearance and mishandled consignments, penalty that can be imposed on the agency by ICMR-NARI, without assigning any reason @ ½ % (half percent) of the total value of the invoice value as penalty per day subject to maximum of 5% (five Percent) unless extension is obtain in writing from the office on valid ground before expiry of the delivery period.

4 The agency must have the facility of storing the consignment including that of perishable, which could be transported to ICMR-NARI, Pune as soon as possible. In case the item has to be kept in cold storage, such facility should be provided/arranged by the agency.

5 The agency should not have been black listed by any Government agencies or private organizations. A certification to this extent should be enclosed. Any such information received later on, such a contractor / contract will be terminated without any notice and a penalty to the extent of damage occurred during their contract period and also the amount outstanding will be recovered from them.

6 The agency should provide all the supporting documents mentioned above failing which their tender/bid will not be considered for short listing.

7 The evaluation is purely based on fulfillment of technical specifications published in the tender.

8 Parallel contracts for similar work can be placed at any time during the period of contract with one or more parties.

Part-II- Terms & Conditions

1. The rates quoted should be inclusive of all i.e fuel surcharge, weekend pickup & delivery charges etc.
2. Additional taxes like GST will be paid as applicable. Please mention the GST% also.
3. The agency should provide packing material like shipper boxes, Dry Ice & gel packs, at extra cost, if required.
4. Loading & unloading charges as per kilogram will be paid.
5. The agency should use multimode transportation includes Air & surface transportation, to transport material & pickup from to delivery point with the least possible time frame throughout the year. However in cases of holidays and any other external situations/ conditions including but not limiting road blocks, vehicle accident, bands, local holidays, airline delays & cancellations, additional lead time shall be applicable, which the agency shall keep ICMR-NARI intimated from time to time.
6. The agency should provide consignment status information.
7. Supported statutory documents/Certificate will be provided by ICMR-NARI along with the Laboratory samples /reagents/kits. Also it is assured that, handed over material will not be banned, restricted or dangerous.
8. The agency is responsible for safe & secure transportation.
9. The payment with eligible GST, will be made within 30 days on receipt of invoice on monthly basis.
10. All the bills should be computerized and accurate. Overwritten bills will not be accepted.
11. The agency is liable to provide certificate of facts within 15 days of date of incident in case of unfortunate event of loss and/ or damage of goods.
12. The Director ICMR-NARI can terminate / discontinue services at any time if services not found satisfactory.
13. All disputes will be solved in jurisdiction of Pune, in India only.
14. There shouldn't be any merging of shipments with other shipments. Each ICMR-NARI shipment should be processed separately.
15. According to user requests, the agency must use single use or multiuse data loggers for shipments and provide the report on temperature monitoring at the time of shipment delivery. The airline charges for packing and handling of dangerous good will be paid extra by ICMR-NARI

PART III Special Conditions of the Contract

1. The Agency has to do packing and forwarding of the shipment.
2. The samples/kits/reagent may be required to be shipped with the Dry ICE/Cool packs or at ambient temperature. Necessary arrangement of material required for maintaining cold chain should be made while pick-up of the material.
3. The shipment should be forwarded the same day of the pickup and should reach the destination maintaining the required temperature within 3 days if the destination is not hard to reach region.
4. Agency should be able to provide ICMR-NARI the access for online Real-Time tracking facility of the location of the various Samples Parcels during the process of shipment.
5. No charges will be paid to the agency if the required temperature of the shipment is not maintained and/or monitored through data logger if use, if the shipment reach the destination beyond 2-3 days of dispatch and/or if the box is found broken on receipt on the destination laboratory.
6. No Airway bill will be paid by ICMR-NARI.
7. Special care should be taken while collecting and delivering the Samples Parcels containing liquid bottles, ampoules and vials.
8. The Agency is required to ensure **Transit Insurance** of Samples/Reagents/Kits Parcels.
9. Bills should be submitted at ICMR-NARI, Bhosari Pune Office.
10. The Financial Bids will be evaluated on the basis of the L-1 rates quoted for respective Zones as described in the Tender Document. Further ICMR-NARI also reserves the right to award the work to more than one Agency as per L-1 rates quoted.

Part IV : Instructions for Bid Submission

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

SUBMISSION OF BIDS

1. The Sealed bids are to be submitted in two separate envelopes
 - i. **TECHNICAL BID:** Sealed Technical Bid, along with a Demand Draft Rs.15,000/- (EMD), drawn in favour of **'The Director- National AIDS Research Institute, Pune** and other required documents mentioned in **Annexure-I**, placed in sealed envelope super-scribed **"TECHNICAL BID - Engagement of Logistics Services for Shipment/transport of Samples/Reagent/kits to all over India for ICMR-National AIDS Research Institute.** Tender Document received without EMD and prescribed Tender Fee shall not be accepted.
 - ii. **FINANCIAL BID:** Sealed Financial Bid placed in a separate envelope superscribed as **"FINANCIAL BID - Engagement of Logistics Services for Shipment/transport of Samples/Reagent/kits to all over India for ICMR-National AIDS Research Institute.** .
2. The Envelope No. 1 (Technical Bid) & No. 2 (Financial Bid) shall be sealed separately and placed in the Third big Envelope which also shall be sealed and duly super-scribed indicating the Name of the Tender and date of the opening and this should be submit on the below mentioned address:

The Director,
ICMR-National AIDS Research Institute,
Plot No: 73, G Block,
MIDC, Bhosari,
PUNE-411026

and must reach to ICMR-NARI either by Registered Post/Speed Post/Courier or submitted by hand at Administrative Block or dropping in the Tender box placed at ICMR-NARI Reception not later than **2:00 PM on 21/12/2022**

3. Tenders received after the stipulated date and time shall not be accepted. ICMR-NARI shall not be liable for any postal delays what so ever. Conditional tenders shall not be accepted.
 4. The bidder(s) shall quote rates inclusive of all statutory levies, any other cost and components etc. No component of cost / tax or any other charges shall be paid by ICMR-NARI unless the same is included specifically in the quotations and agreed by ICMR-NARI. Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates **written in words** will be taken as final.
 5. The Technical Bid shall be opened **on 21/12/2022 at 03:00 PM** at ICMR-NARI Pune. Bidder or their authorized representatives, (not more than one person) shall be present along with authorization letter from their agency at the time of opening of tender, if they so desire. No separate communication will be sent in this regard. In the event of due date being a close day or declared holiday, the due date for opening of the bids will be the following working day at the appointed date, time and venue.
 6. The Price Bids of only technically qualified bidders shall be opened on a later date, as may be notified by ICMR-NARI
 7. ICMR-NARI reserves the right to reject or accept any tender, and or to annul the bidding process and or reject all the tenders at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for ICMR-NARI's action.
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1. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
 2. The terms & conditions mentioned below shall be binding to the tenderer and no other terms and conditions of the tenderers shall be accepted by ICMR-National AIDS Research Institute, Pune. No correspondence in this regard will be entertained.
 3. The successful bidder will have to furnish Bank Guarantee of 3% of total contract value towards performance guarantee which will be released only on satisfactory completion of the contract after adjusting any dues to ICMR-NARI.

ANNEXURE – I

TECHNICAL BID

Details of Inputs/ Information to be provided by the Bidder

| Sl. No. | Items | Information / Inputs to be filled by the bidder (If required separate sheets may be enclosed) |
|----------------|--|--|
| 1. | Name and address of the agency , telephone number, fax, mobile number, email address | |
| 2. | Type of organization (Whether proprietorship/partnership/private limited/ limited company) | |
| 3. | Name and address of the Owner/ Partners/ Directors | |
| 4. | Year of formation of the company/ experience as a courier agency | |
| 5. | Branches in other cities in India and contact details | |
| 6. | Name 3 (Three) largest clients, to whom Agency provides similar services. | |
| 7. | Any sister concerns/subsidiary and their address | |
| 8. | Details of registration/ membership/ trade license | |
| 9. | Helpline numbers & details of dedicated customer support | |
| 10. | SMS tracking numbers to track the consignment. | |
| 11. | ISO 9001:2008 Certificate details | |
| 12. | Bar coded AWB facilities, if any | |
| 13. | Online Software for tracking end to end delivery of documents. (Online Real-Time tracking facility for tracing Consignments) | |
| 14. | Income tax return for the last 3 (Three) Financial Years | |

| | | |
|-----|--|--|
| 15. | Total turnover of the courier agency during last 3 (Three) Financial Years (Average annual turnover for last 3 (Three) years should be Rs. 10.00 Lakhs (Rupee Ten Lakhs) | |
| 16. | Service Tax/GST number/ Certificate (Attach a copy of the Registration Certificate.) | |
| 17. | Permanent Account No.(PAN) (Attach documentary Proof) | |

Undertaking:

I hereby certify that all the information furnished above is true to my knowledge. I have no objection to ICMR-NARI verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of the authorized signatory of the agency

Official seal/ stamp

Date:

Place:

ANNEXURE- II

FINANCIAL BID (COMMERCIAL BID)

Sub: - Financial Bid for - Engagement of Logistics Services for Shipment/transport of Samples/Reagent/kits to all over India for ICMR-National AIDS Research Institute.

Dear Sir,

I/We have carefully read your Tender No- NARI/RC/Logistic/22 -23/ Dated. __/__/2022 on the above subject and agree to the terms and conditions stated therein and hereby quote my/our rates as under:-

Rates for Pack of 5kg Box with Dry Ice

| Sr. No: | Zone | Basic Rate for Pack of 5kg Box with Dry Ice | Percentage of GST |
|---------|---------------------------------------|---|-------------------|
| 1 | North East | | |
| 2 | Eastern Part of India | | |
| 3 | Western Part of India | | |
| 4 | Northern Part of India | | |
| 5 | Southern Part of India | | |
| 6 | Andaman, Nicobar Island & Lakshadweep | | |

Additional Charges:

1. Additional Rate for Dry Ice per Kg
2. Additional Rate for boxes charges per 5kg
3. Additional per kg charges (above 5kgs Standard Box)
4. Rate for Data Logger single use
5. Rate for Data Logger multiple use (04 Times)
6. DG handling Charges per consignment
7. Rate for Ambient Temperature Shipment/Room Temperature/Direct Delivery

Certified That:

1. The quoted rates must be inclusive of all taxes & duties as applicable at the time of bidding **except GST**.
2. The rates quoted above are valid for 180 (One Eighty) Days from the date of opening of Technical Bids.
3. We will provide Courier Service as per the time schedule to be prescribed by ICMR-NARI.
4. Below TDS rates of Services charges shall not be entertained.

Signature of the authorized signatory of the agency

Official seal/ stamp

Date:

Place:

ANNEXURE III

To,
The Director,
ICMR-National AIDS Research Institute
Plot. No. 73, G Block,
Bhosari, Pune-411026

Sub: [Tender for - Engagement of Logistics Services for Shipment/transport of Samples/Reagent/kits to all over India for ICMR-National AIDS Research Institute.](#)

Sir,

This is with reference to your tender no: _____ due on _____. We are interested in participate in the tender for appointment of courier service agency.

We have read and understood the details as given in the tender, information regarding the Scope of Work and Terms and Conditions for the selection and the same are acceptable to us. We have been given all the required information by ICMR-NARI. We have submitted the required Documents as per the format. We certify that we are eligible as per the said Terms & Conditions. The duly signed copies of all the tender pages are attached herewith.

(Signature of the Bidder) Printed Name Designation

Official seal/ stamp

Date:

Business Address:

Annexure- IV

PERFORMANCE GUARANTEE / SECURITY DEPOSIT IN THE FORM OF BANK GUARANTEE

(On stamp paper of appropriate value from any Nationalized Bank)

Bank Guarantee No: _____

Dated: -----, 2021

To,

The ICMR National AIDS Research Institute, G
Block, MIDC, Bhosari
Pune-411026

Dear Sir,

In consideration of **ICMR-NATIONAL AIDS RESEARCH INSTITUE** (hereinafter called as ICMR-NARI) which expression shall include his successor and assignees having awarded to
(Hereinafter referred to as the said Agency when expression shall wherever the subject of context so permits include its successors, representatives, assignees, executors, administrators) a contract No. In terms inter alia, of ICMR-NARI's Letter No. dated. and the General Conditions of Contract and upon the condition of the Agency's furnishing security for the performance of the Agency's obligations and discharge of the Agency's liability under in connection with the said contract up to a sum of Rs..... (Rupees..... only) amounting to 3% (Thre) percent of the total contract value.

1. We (here in after called "The Bank which expression shall include its successors and assigns) hereby jointly and severally undertake to guarantee the payment to ICMR-NARI in rupees forthwith on demand in writing and without protest of demur or any and all moneys anywise payable by the Agency to ICMR-NARI under in respect of or in connection with the side contract inclusive of all ICMR-NARI's losses and damages and costs, (inclusive between attorney and client) charges and expenses and other moneys anywise payable in respect of the above to this guarantee up to an aggregate limit of Rs.

...../- (Rupees.....only).

2. We Bank further agree that ICMR-NARI shall be sole judge of and as to whether the said Agency has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by ICMR-NARI on account thereof and the decisions of ICMR-NARI that the said Agency has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by ICMR-NARI from time to time shall be final and binding on us.

3. ICMR-NARI shall be at liberty without reference to the bank and without affecting the full liability of the bank hereunder to take any other security in respect of the Agency's obligations and liabilities hereunder or to vary the contract or the work to be done thereunder vis-à-vis the Agency or to grant time or indulgence to the Agency or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forbear from enforcement of all or any of the security and/ or any other security (ies) now or hereafter held by ICMR-NARI and no such dealing (s) reduction (s) increase (s) or other indulgence (s) or arrangements with the Agency or release or forbearance whatsoever shall absolve the Bank of the fail liability to ICMR-NARI hereunder or prejudice the rights of ICMR-NARI against the bank.
4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Agency but shall in all respect and for all purposes be binding and operative until payment of all money payable to ICMR-NARI in terms thereof.
5. The bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the bank in terms hereof shall not be anywise affected or suspended by reason of any dispute or dispute having been raised by the Agency stopping or preventing or purporting to stop or prevent any payment by the bank to ICMR-NARI in terms hereof.
6. The amount stated in any notice of demand addressed by ICMR-NARI to the bank as liable to be paid to ICMR-NARI by the Agency or as suffered or incurred by ICMR-NARI on account of any losses or damages of cost, costs, charges and / or expenses shall be conclusive evidence of the amount so liable to be paid to ICMR-NARI of suffered or incurred by ICMR-NARI as the case may be and shall be payable by the bank to ICMR-NARI in terms hereof.
7. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of ICMR-NARI and liabilities of the Agency arising up to and until midnight of.....
8. This guarantee shall be addition to any other guarantee or security whatsoever that ICMR-NARI may now or at any time anywise may have in relation to the Agency's obligations/ or liabilities under and/ or in connection with the said contract, and ICMR-NARI shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which ICMR-NARI may have or obtain and no forbearance on the part of ICMR-NARI in enforcing or requiring enforcement of any other security shall have the effect of releasing the Bank from its full liability hereunder.
9. It shall not be necessary for ICMR-NARI to proceed against the said Agency before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the bank notwithstanding that any security which ICMR-NARI may have obtained or obtain from the Agency shall at the time when proceedings are taken against the said bank hereunder be outstanding or unrealized.
10. We the said Bank undertake not to revoke this guarantee during its currency except with the consent of ICMR-NARI in writing and agree that any change in the constitution of the said Agency or the said Bank shall not discharge our liability hereunder.
11. We.the said Bank further that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/ difference pending between the parties before the arbitrator and/ or that any dispute is being referred to arbitration.

12. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs...../- (Rupeesonly) and this guarantee shall remain in force till and unless a claim is made on us within 3 (Three) months from that date, that is before all the claims under this guarantee shall be forfeited and we shall be relived of and discharged from our liabilities thereunder.

Datedday of2022.

For and on behalf of the Bank

Signature
(with rubber stamp)