

ICMR-National AIDS Research Institute (NARI)  
(Indian Council of Medical Research - Ministry of Health & Family Welfare, Dept. of Health  
Research, Government of India)

## Notice inviting E-Tender



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

Tel: +91-20-27331200, 27331365, Fax: +91-20-27121071

E-mail: [nariadmin1@nariindia.org](mailto:nariadmin1@nariindia.org)

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

The Director, ICMR-NARI, invites Tender in Two Bid System (i.e. Technical and Financial Bid) from eligible Manufacturers / Firms / Companies / Authorized Agents / Distributors/ Dealers Offline (Sealed Tenders) on mutually agreed terms and conditions and satisfactory performance for Outsourcing of Laboratory Investigation for ICMR - NARI, BHOSARI, PUNE AND NARI CLINICS (Model Colony Clinic (Shivaji Nagar, Pune), Gadikhana Clinic (Dr. Kotanis Arogya Kendra, Shukrawar peth, Pune), NARI Clinic (NARI, Bhosari, Pune). You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

|  |  |
|--|--|
| Tender Enquiry No                          | : NARI/2023-2024/LAB Testing/                          |
| Description of Service                     | : Outsourcing of Laboratory Investigation              |
| Mode of Tendering                          | : Technical Bid (Part – I) & Financial Bid (Part – II) |
| EMD to be submitted<br>(along with tender) | : 26000/-  |
| Date of Publication                        | : 03.01.2024   |
| Due Date for Submission                    | : 17.01.2024 before 05.00pm                            |
| Opening of Tender                          | : 18.01.2024   |

Prospective Bidders may download the tender documents from ICMR-NARI Website and submit the tender along with EMD by Demand Draft from Nationalized Bank only favoring to Director, ICMR-National AIDS Research Institute, Pune Payable at Pune. The Directors, 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.

## **Annexure B**

### **Submission and Opening of Bids**

- (a) Place for submission of bid: Reception Counter, ICMR-NARI Admn. Building, Bhosari Pune 411 026.
- (b) Date and Time for submission of bid: 17.01.2024 before 05.00 pm.
- (c) Date and Time for opening of bid: 18.01.2024
- (d) The envelope should be superscribed "Tender for (Name of the item); due on 17.01.2024 and to be submitted to the address given below so as to reach before due date & time.

The Director

ICMR-National AIDS Research Institute,

Plot. No. 73, G Block, M.I.D.C. Bhosari.

Pune -411 026.

Bidders full address should also be indicated on the envelope.

(e) NARI will not be responsible:

1. For delayed/late bids submitted/sent by post/courier etc.
2. For non-receipt of bids at proper place.
3. Any bid received by NARI after the due date and time will not be accepted/considered under any circumstances.

(f) Opening of bids: Bidders/agents need not to be present while opening of bids. Tender Opening Committee of the institute will open the bids internally. Subsequently Technical Committee of the institute will evaluate the bids. The lowest evaluated bidder (lowest of technically qualified bidder) as per recommendations of technical committee will be accepted in each case. Decision of technical committee/competent authority of this institute will be final and binding in this regard.

### **Eligibility of the tender documents**

Following are the important points, for which a tender may be declared as "NOT ELIGIBLE" during the scrutiny:

1. Tenders submitted after due date and time.
2. Tenders submitted at some other place/department at ICMR-NARI,Pune instead of Purchase Department either after the due date and time, or reached some other place before due date and time but subsequently reached Purchase department after due date and time.
3. The tender is unsigned
4. The tenderer has not agreed to give the required security deposit/performance bond, if asked.
5. the tenderer has not quoted for the entire requirement as specified.
6. The tenderer has not agreed to special conditions of the tender.
7. Tenders with conditional offers.
8. The tenderer who has furnished incomplete, incorrect or misleading information.
9. At the time of opening of Part-I, if a tenderer has included/mentioned price or any other charges in Part-I or has failed to submit Part-II separately in a sealed envelope.
10. The tenderer not complying to the warranty and AMC clauses as per tender terms, if any

## **Instructions to the Tenderer/Bidder for submitting the tender documents**

1. Tenders are to be submitted in sealed envelopes super scribed with tender number, due date and time and clearly mentioning the name and address of the tenderer.
2. Technical Bid (Part-I) and Financial Bid (Part-II) should be kept in two separate sealed covers and both these covers again to be put in a single sealed cover and are required to be submitted within the specified due date and time.
3. Tenders should be deposited in the Inward Department, National AIDS Research Institute, G Block, Plot No:73, MIDC Bhosari, pune-411026 on or before due date and time as specified in the notice inviting tender.
4. An Earnest Money deposit as mentioned in the notice inviting tender are to be paid by Demand Draft in favour of "Director, NARI" payable at Bhosari, Pune-411026
5. Tenders received without paying EMD charges shall not be considered.
6. Each and every page of the technical offer as well as the financial offer to be signed by the bidder. No overwriting is permissible and such document having correction is liable to be rejected. However, cutting will be permissible on attestation by the authorized person
7. Discount offered should also be mentioned clearly in the bid.
8. Period of validity of bids: The bid should be valid/kept open for six months from the date of opening of the bid. Further, if extension of validity would be required in future, the bidder should extend the validity only and no other modifications shall be permitted.

### **IMPORTANT NOTE:**

**NARI shall not be responsible in any manner for late receipt of the tenders and/or EMD fee for whatsoever reason.**

## **SCOPE OF WORK:**

### **1) Eligibility:**

- I. The laboratory must be NABL accredited.
- II. The bidder should have experience of at least three years with such Tie-up arrangement with Govt. / private hospitals or should have proven record of infrastructure and network to be able to provide such investigative service.
- III. The Company/ Firm which has been blacklisted/ debarred either by Tender Inviting Authority or by any State Government or Central Government Organization should not participate in the tender during the period of blacklisting.
- IV Instrument history files, calibration certificates, Vendor manuals & associated testings, Software verification & security of electronic data & records must be shared.

### **2) Criteria for the selection:**

The bidder has to quote the charges for all the listed investigations in the same order as given in the list (in Annexure-1). The following aspects will be considered while selecting the tenderer for the establishment of the annual rate contract.

1. Lowest charges for the Investigations.
2. Distance: Centre should be nearer to NARI and NARI Clinics.
3. Submission of Reports: Minimum time 02 days for submission of reports to respective clinics.
4. Infrastructure: Latest technology Equipment will be preferred.
5. Technical Staff: Academic Qualifications and experience of Doctors, Medical/Para Medical staff will also be criteria of selection.
6. Legal Documentation/Certification: Legal permissions from the local Govt. authorities to run the hospital/ centre/ laboratory, approval/certificates regarding use of medical equipment etc. will strictly be considered for selection.
7. Performance Certificate: The bidder has to submit a list of Govt. / Private hospitals where such types of services are being catered for the last three years continuously along with list of investigations with rates and user's performance certificate for the last three years.

The tenders received will be evaluated by the Technical Committee based on the information provided by the Tenderer on the above mentioned points and asked in terms & conditions. The tenderers will have to mandatorily provide documentary proof for the same. No future correspondence in this regard shall be entertained once the tender is submitted.

**3) Bid Security/Earnest Money Deposit (EMD):**

**A Bid Security or Earnest Money equivalent to 2% of contract value must be furnished along with the tender in the form of Demand Draft from any nationalized Bank drawn in favor of the Director, ICMR-NARI, Pune payable at Pune. Bids, if received without Bid Security will summarily be rejected.**

**Refund of EMD**

- 1) EMD of the successful tenderer/bidder will be refunded after the Security Deposit/Performance bank guarantee as called for the contract is furnished.
- 2) EMD of unsuccessful bidder is whose technical bid has not been found suitable will be returned after award of contract.
- 3) EMDs/Security Deposits that remains unclaimed for consecutive three financial years will be forfeited and credited to the Govt. treasury.
- 4) No interest shall be payable on Bid Security/EMD/Security Deposit.
- 5) The startups and the vendors registered with Micro, Small and Medium Enterprises (Ministry of MSME) can get the exemption for payment of EMD who are having Udyog Aadhar Memorandum Subject to furnishing of relevant valid certificate for claiming exemption.

**4) Performance Bank Guarantee:**

**(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 Gurantee (PBG)- for 10% of the total contract value, within 14 days from date of LOA/LOI as per prescribed format enclosed at Annexure-IV.**

## 5) Collection of Samples:

1. All collection material including gloves, vacutainers, needles will be provided by ICMR-NARI.
2. All the left over blood samples are required to be stored after sample processing. Selected laboratory will have to make arrangements to return the left over samples to ICMR-NARI.
3. A trained phlebotomist from the outsourced laboratory will have to be provided and will be stationed at the Model Colony Clinic (Shivaji Nagar, Pune), from 9 am to 4 pm from Monday to Friday. The outsourced laboratory will train their deputed phlebotomist on Universal biosafety precautions and good clinical and laboratory practices. It will also ensure Hepatitis B vaccination of the phlebotomist. In case of accidental exposure during collections in the ICMR-NARI clinic, the outsourced laboratory will provide necessary investigations and treatment to the phlebotomist. ICMR-NARI is not liable for any claim against same from the phlebotomist or the outsourced laboratory.
4. In order to maintain the confidentiality as an ethical consideration, samples will be sent with code numbers, age, sex and relevant clinical history of the participants. The Patient and study participants name will not be mentioned along with sample as well as on report. Patients/Study participants will be identified by study code only.
5. Reports to be sent at the earliest before 24 hours by soft copy and signed and sealed hard copies within 2 days of collection.
6. Daily one or two rounds for the sample collection at respective study clinic site (Model Colony Clinic (Shivaji Nagar, Pune), Gadikhana Clinic (Dr. Kotanis Arogya Kendra, Shukrawar peth, Pune), NARI Clinic (NARI, Bhosari, Pune) will be required. The timing for these rounds will be communicated with selected laboratory after the agreement as per study requirement at that time.

7. Number of Patients and Study participants expected to be investigated:
- i. **For referral clinic.** Approx. 2000 to 2500 Participants are expected to be investigated in a short time period of 6 months.
  - ii. **For studies.** Approx. 500 participants expected to be screened within 2 years. The number may vary according to approval received for different studies within that period.
8. The Successful Tender shall make his own arrangement at his cost to get the samples collected from site to selected laboratory in cold chain under aseptic precaution.

## ANNEXURE - 1

| Sr.No | Name of the test                                  |
|-------|---|
| 1     | Hemogram  |
| 2     | Serum Creatinine                                  |
| 3     | Blood Urea  |
| 4     | Serum glutamic pyruvic transaminase (SGPT)        |
| 5     | Serum glutamic-oxaloacetic transaminase (SGOT)    |
| 6     | Total Serum Bilirubin                             |
| 7     | Direct (Bilirubin)                                |
| 8     | Indirect (Bilirubin)                              |
| 9     | Alkaline Phosphatase (ALP)                        |
| 10    | Blood Sugar (Random)                              |
| 11    | Blood Sugar (Fasting)                             |
| 12    | Blood Sugar (Post Prandial)                       |
| 13    | Total Cholesterol                                 |
| 14    | Triglycerides                                     |
| 15    | Low density lipoprotein Cholesterol (LDL-C)       |
| 16    | High density lipoprotein Cholesterol (HDL-C)      |
| 17    | Very low density lipoprotein Cholesterol (VLDL-C) |
| 18    | Urine Routine/Microscopy                          |
| 19    | Urine Pregnancy Test                              |
| 20    | Glycosylated Hemoglobin (HbA1C) Tests             |
| 21    | Liver Function Test (LFT)                         |
| 22    | Renal Function Test (RFT)                         |
| 23    | Lipid Profile                                     |
| 24    | Pap Smear Report                                  |
| 25    | HBsAg (Rapid)                                     |



## **Terms & conditions:**

- 1) The Contract will initially be awarded for a period of one year and can be extended based on performance certificate from the competent authority after completion of one year.
- 2) The contract can be terminated at any time by Director, NARI by giving one months' notice.
- 3) The Tenders must have necessary in house facilities (at the quoted Lab premises) in respect of latest technology & technical knowhow to carry out the Lab investigations round the clock for which rates are being quoted. All the tests quoted for should mention whether it is conducted in-house or outsourced. In case of outsourced investigations, the details of laboratory to which the investigation is to be outsourced must be provided in the Technical Bid.
- 4) The methodology and the time period after which the report will be provided should be mentioned for each investigation. A status report on the infrastructure facilities available with the tender submission in support of its technical capability to execute the quoted Lab investigations must accompany the empanelment submission highlighting details of equipment, type of procedure and details of qualification & experience of manpower, whether full time or part-time engaged for the conduction the quoted investigations, quality control measures, and automation in various sections of laboratory.
- 5) In case the firm to whom the contract is awarded, fails to provide the service, the institute shall have the right to encash the Bank Guarantee provided by the firm. No correspondence/conference in this regard will be entertained.
- 6) The tenderer shall have to mention its name and address (along with the telephone, Fax, Mobile numbers) for all future communications and shall be the sole signatory of the quotation.

- 7) The tenderer must undertake at the time of applying for empanelment submission that it has perused the terms and conditions of the tender submission and the same are acceptable to them. Any conditional acceptance shall make tender submission liable for rejection.
- 8) All investigations must be quoted separately, even when a test is part of the profile / package of two or more tests. All components of the profile package are to be quoted separately also along with quoting the profile / package rate separately.
- 9) The evaluation of technical bid will be based on presence of trained manpower, automation, infrastructure along with latest technology presence of in-house facility and maximum time taken to provide the reports.
- 10) If the performance is found not to be satisfactory, NARI reserves the right to terminate the contract at any time.
- 11) In case of any dispute, the decision of the Director, NARI shall be final and binding on both the parties, and jurisdiction will be Pune for all the disputes.
- 12) The terms and condition herein shall form part of and shall be taken as if they were included in the contract agreement to be entered into by the firm.
- 13) The successful tender shall execute an agreement containing all the terms and conditions mentioned above in the submission document on a non-judicial stamp paper of Rs. 500/- (Rs. Five Hundred Only)
- 14) In case the agency/firm fails to execute the job after entering into the contract or terminate the contract before completion of period of contract at their own accord, the NARI shall have the right to encash the Bank Guarantee provided.
- 15) If any Clinic associated with the Institute may be added in the future. The logistics arrangements for sample collection will be done under the same terms and conditions along with the rates approved for other clinics.

16) **Submission of Reports:**

Time, latest technology/methodology and quality in result would be the essence of the contract/offer. The approved Tender shall have to make necessary arrangement at his cost to submit the reports of investigations of samples collected duly signed by the competent authority on line within the minimum possible time.

**17) Submission of Bills:**

Bills are to be submitted immediately after completion of a month for payment. The payment will be made within 30 days of bill verification. Income Tax deduction as applicable shall be made at source at the time of release of payment. Payment of bill will be subject to deduction of statutory liabilities, if any.

**18) Duration of empanelment:**

The agreement shall remain in force for a period of one year. Agreement to be signed on Stamp paper of Rs. appropriate value before starting services. Agreement will be effective from the date of signing of the agreement by both parties.

**19) Liquidated damages:**

As per General terms & conditions of GEM Version.

**20) Termination for default:**

The Director, NARI may, without prejudice to any other remedy and for breach of Agreement in whole or part may terminate the contract. The Second Party will not terminate the agreement without giving notice of three (3) months. If they do so Performance bank Guarantee shall be encashed by NARI.

**21) TDS Deduction:**

TDS will be deducted as per Income Tax Rules.

Director NARI,

**CHECKLIST : ELIGIBILITY CRITERIA FOR BIDDERS**

|   | YES / NO             |
|---|----------------------|
| 1. The Demand Draft for 2% of contract value towards EMD  | <input type="text"/> |
| 2. Undertaking that the successful bidder agrees to give a security of 3% of Contract value towards Performance Bank Guarantee  | <input type="text"/> |
| 3. If the bid is for b branded makes, authorization letter from principles Clearly indicating that the vendor is competent authority to sell & Provide services towards the items mentioned in the scope of Supply given in this tender document. | <input type="text"/> |
| 4. Self – Attested copy of GST Registration certificate as applicable   | <input type="text"/> |
| 5. A Certified copy of Partnership deed/Memorandum and Articles of Association as applicable  | <input type="text"/> |
| 6. Agreements / purchase orders/ completion certificates if any, from the clients for which similar supply has been made by the bidder in last three years  | <input type="text"/> |
| 7. Documents showing annual sales turnover and audited statement of accounts for last three financial years and current year if available   | <input type="text"/> |
| 8. Copy of GST/PAN/TIN NO. allotted by the concerned authorities  | <input type="text"/> |
| 9. Copy of NABL Accreditation   | <input type="text"/> |
| 10. Instrument history files, calibration certificates vendor manuals & Associated testings, software verification & security of electronic Data & record   | <input type="text"/> |

ON STAMP PAPER OF Rs.500/-)  
PERFORMANCE BANK GUARANTEE

To,  
The Director,  
ICMR - National AIDS Research Institute,  
Plot No.73, 'G' Block,  
M. I. D. C., Bhosari,  
PUNE - 411 026.

In consideration of ICMR -National AIDS Research Institute (hereinafter called the purchaser) having agreed on the terms and conditions of Order No.:

\_\_\_\_\_ dated: \_\_\_\_\_ (hereinafter called the Contract) made between M/s, (Vendor), having the Registered Office at: \_\_\_\_\_, and corporate office at: \_\_\_\_\_,

(hereinafter called the Contractor) and the Purchaser in connection with the providing services for Lab Investigation, the Purchaser stipulated in the contract that the balance 10% (Ten Percent Only) payment of the purchase price shall be payable to the contractor against a Bank Guarantee for 10% (Ten percent only) value of order valid till warranty period contained in the purchase order i.e. 36 months minimum from the date of commissioning or min. 40 months from the date of dispatch.

We, \_\_\_\_\_ (bank name & full address), (hereinafter referred to as the Guarantor), do hereby undertake and agree to indemnify and keep indemnified the Purchaser from time to time to the extent of Rs. \_\_\_\_\_ /- (Rs. \_\_\_\_ in words \_\_\_\_ only) against any cost, charges and expenses suffered by the Purchaser by reasons of any breach or breaches committed by the said Contractor of any of the terms and conditions contained in the contract and the improper performance of the services during the contract period and unconditionally pay the amount claimed by the Purchaser on demand and without demur to the aforesaid.

We, (Bank name) further agree that the Purchaser shall be the sole judge of and as to whether the said Contractor has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of costs, charges and expenses suffered by the Purchaser on account thereof and the decision of the Purchaser that the said contractor has committed such breach or breaches and as to the amount or amounts of costs, charges and expenses suffered by the Purchaser from time to time, shall be final and binding on us.

We, (bank name), further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract subject, however, that the Purchaser shall have no claim under this Guarantee after the expiry of the contract period as mentioned in the Order No.: \_\_\_\_\_

The Purchaser shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or indemnity from time to time to vary any of the terms and conditions of the said Contract or to the extent the time of performance by the said Contractor or to postpone for any time and from time to time any of the powers exercisable by it against the said Contractor and either to enforce or forbear from enforcing any of the terms and conditions governing the said contract or securities available to the Purchaser and the said Bank shall not be released from its responsibilities under these presents by any exercise by the Purchaser to the said contractor or of any other matter or thing whatsoever which under the Law relating to securities would, but for this provision have the effect of so releasing the Bank from its such liability.

Notwithstanding anything to the contrary contained hereinbefore our liability under this guarantee is restricted to Rs. \_\_\_\_\_/- (Rs. in words), our liability under this Guarantee shall remain in force until (date). Unless a demand or claim is made on us in writing, within the said period, that is on or before (date). All rights of the Purchaser under the said Guarantee shall be forfeited and we shall be relieved and discharged from all liabilities. This Guarantee should be returned to us on expiry.

Date: \_\_\_\_\_ (DD/MM/YY)

Sd/- (Bankers)  
Authorized signatory  
With bank seal & full address