



भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore

NOTICE INVITING TENDER (NIT)
FOR
Outsourcing of Diagnostic Laboratory Test Services
at
Health Centre, IIT Indore

Materials Management Section
IIT Indore
Sodium Building, Simrol
Khandwa Road, Indore- 453552
Tel.: 07324 306949, Email: mms@iiti.ac.in
Website: www.iiti.ac.in

In-Charge
Material Management Section (MMS)
IIT IINDORE



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड़ इंदौर – 453552

Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

Tel.: 07324-306958

E-mail: mms@iiti.ac.in

NOTICE INVITING TENDERS

FOR

Outsourcing of Diagnostic Laboratory Test Services at FOR Health Center IIT INDORE

Indian Institute of Technology Indore (IITI) invites sealed tender for the **Outsourcing of Diagnostic Laboratory Test Services at FOR Health Center IIT INDORE** as defined at Scope of Work.

- i. **Tender Form:** Tender document will not be issued in person. The tender document can be downloaded from IITI Website www.iiti.ac.in & <https://eprocure.gov.in/epublish/app>
- ii. Tender documents are in 2 (two) parts viz., Part I (Technical Bid) and Part II (Price Bid). The tenders are to be submitted in sealed envelopes super scribing the name of the work clearly.
 - a) **Opening of Part I of the bid:** Only Part I (Technical Bid) will be opened in the presence of tenderers or their authorized representatives, who are present. Late and delayed tenders will not be opened and stand summarily rejected. Details of EMD, submission of tender, etc. are indicated elaborately in the tender document.
 - b) **Opening of Part II of the bid:** After verification of Part I (Technical Bid), price bid of only those tenderers who satisfy all the eligibility criteria laid down in this notification will be opened.
- iii. In case any document produced in support of eligibility criteria turns out to be not genuine, EMD stands automatically forfeited, before award of work or during the period of the contract.
- iv. **Evaluation of tender:** In case two or more tenders are equal in monetary terms, work will be awarded to the contractor who has executed contracts on performance, tenure, complexity etc.
- v. The prebid report will be uploaded on the website & CPPP and the same will be a part of the tender document.
- vi. All the details/document pertaining to the NIT such as tender document, pre-bid report, corrigendum and any further updates will be available only on our website and also at Central Public Procurement Portal.
- vii. Bids/Quotations may be submitted directly by the OEM or their Authorized distributors/Dealers/Resell Agents/Channel Partners with proof of authorization.
- viii. All the communications with respect to the tender shall be addressed to **In charge (MM), IIT Indore, Tel.: 07324-306958/949, Email id- mms@iiti.ac.in**
- ix. IITI reserves the right to: a) reject any or all the tenders without assigning any reason whatsoever; b) not bind himself to accept the lowest or any tender; and c) accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted. Canvassing in connection with tender/quotation is strictly prohibited. Tender details can be viewed in the website www.iiti.ac.in

In-Charge (MMS)

In-Charge
Material Management Section (MMS)
IIT INDORE

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CHAPTER- 1
Schedule of Requirements

Description	Details
Download of tender document	June 01, 2020
Last date for receipt of tender	June 16, 2020 up to 3.00 PM
Opening of Technical Bid of the tenders	June 16, 2020 at 3.30 PM
Bid Security/ Earnest Money Deposit (EMD) Amount	Earnest money deposit of ₹ 10,000.00 (Rupees Ten Thousand Only) is to be submitted via online. Online EMD Submission: Bidder can submit their EMD online by visiting to the below link: https://www.onlinesbi.com/prelogin/collecthome.htm?corpID=315967 EMD in any other form will not be accepted. Tenders received without valid EMD stand automatically rejected. EMD should be kept in a TECHNICAL BID ONLY. EMD to be submitted as per schedule of requirement. In respect of the successful bidder, this EMD will be returned on receipt of Security Deposit. EMD submitted by other bidders will be returned after finalization of the contract.
Security Deposit	For due performance of his/their obligations under the contract, during the validity, the successful tenderers shall have to deposit ₹ 50,000.00 (Rupees Fifty Thousand Only) as Security Deposit which will be free of interest, immediately after commencement of the contract. This security deposit is to be furnished in the form of Bank Guarantee as per the format furnished by the Institute from any of the Nationalized Banks or SBI or from any one of the scheduled banks. The security deposit will be forfeited in case of breach of contract. After successful completion of the contract, the security deposit will be refunded within 60 days after adjusting dues if any to the IITI from the Contractor.
Contract Period	Initially One year and the services will be renewed for two years subject to satisfactory performance from the date of contract.
Tender Validity	The bids submitted by the firm should be valid for 180 days
Tender to be submitted in Tender Box at	Sodium Building, IIT Indore, Khandwa Road, Simrol, Indore- 453552
Contact Person	In-Charge (MMS), Indian Institute of Technology Indore, Khandwa Road, Simrol, Indore- 453552, Email: mms@iiti.ac.in , Tel.: 0731- 2438949

The bidders shall send sealed quotations super scribing "NIT for Outsourcing of Diagnostic Laboratory Test Services at FOR Health Center IIT INDORE" with NIT No. and Due Date.



In-Charge
Procurement Section (MMS)
IIT Indore

CHAPTER- 2
INSTRUCTION TO BIDDERS (ITB)

1. **Submission of tender:** Tender should be submitted in two parts.
 - a) **Part I** should consist of all the technical details including their previous experience, nature of work to be carried out, number of trained requisite manpower to be provided for each work, EMD details etc.
 - b) **Part II** should contain only the price.
2. **Envelopes:** Signed and sealed Part I and Part II should be kept in separate sealed covers. The cover for Part I should be super scribed as "Tender for **Outsourcing of Diagnostic Laboratory Test Services at FOR Health Center IIT Indore Part I (Technical)**" and the cover for Part II should be super-scribed as "**Outsourcing of Diagnostic Laboratory Test Services at FOR Health Center IIT Indore' Part II (Price)**".
3. **All the two covers should be kept in a big single sealed cover super-scribed as Tender for 'Outsourcing of Diagnostic Laboratory Test Services at FOR Health Center IIT Indore'.** Failure to comply with this instruction renders the tender/bid automatically disqualified.
4. The tenderer should read the 'General Terms and Conditions' of the IIT I annexed hereto and give their acceptance. The tenderer is advised to visit the IIT I on any working day **between 1000 hrs and 1700 hrs** to assess the nature and quantum of work before tendering.
5. The requisite manpower proposed to be deployed by the Company /Agency shall be subject to screening by the Institute, to ascertain their suitability and skills. Before deploying a person, equipment, consumables in the Institute the Company/Agency shall take prior approval of the designated officer of the Institute. **The company/ agency should submit acceptance certificate along with their bid.**
6. **Failure to fulfill any of the conditions laid down renders the tender invalid.**



In-Charge
Material Management Section (MMS)
IIT IINDORE

CHAPTER-3 GENERAL TERMS AND CONDITIONS

(Please read the following carefully and give acceptance for the same in the prescribed format and submit it with the Technical Bid).

1. **Bid Documents:** Tender should be submitted in Two-Bid:

- a. **Cover 01(One) super-scribing Technical Bid along with CHAPTER-,Online Submission of EMD and all relevant documents including tender documents.**
- b. **Cover 02(two) super-scribing Financial Bid as per CHAPTER-**

Both the envelopes are in turn shall be put in another envelope and this envelope should be superscripted prominently as **"Outsourcing of Diagnostic Laboratory Test Services at FOR Health Center IIT Indore"**. The two envelopes are to be duly sealed. Technical Bid and Financial Bid shall be opened separately. No indication of the Prices will be made in the Technical Bid. Tenders received without proper sealing are liable to be rejected.

2. Tender will be opened in the presence of Bidders present on the due date of opening. Technical Bids of the Tenders received will be opened on that day and the sealed Financial Bids will be kept in IIT's custody.

- a) The Time, Date and Venue of the opening of FINANCIAL BIDS will be intimated only to those Bidders, whose Technical Bid is accepted after evaluation of details.
- b) Incomplete Tender or Tender in which both Technical Bid and Financial Bid are found in the same envelope is liable to be rejected.
- c) All Columns should be furnished with relevant details and no column should be left blank.
- d) Financial Bid of the selected bidders only will be opened.
- e) Bidder shall furnish the documents as per **Technical Bid**.
- f) Rates should be quoted as specified.
- g) The format of Financial Bid Form should not be changed in any manner.
- h) Addition/deletion/alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.
- i) **Unsigned Technical Bid and Financial Bid will be considered as Invalid Bid.**

3. **Delivery of Tender: Two- Bid through Speed post/drop at tender box.** IIT Indore reserves the right to ignore any tender who fails to comply with the above instructions without giving any notice.

Bidder: Tenders are invited only from **Diagnostic Laboratory Test Service Providers** OR their **authorized distributors/ dealers**, Vendors are requested to **attach proof** to show that they are the authorized dealers of the brand that they are quoting for the manufacturers of the product.

Quotations of internationally recognized brand from authorized dealers only will be accepted.

4. **Bid Security (EMD) :**

- a) **Earnest Money Deposit (EMD / Bid Security (BS) has to be submitted by bidders except those who are registered with**
 - (i) **Micro and Small Enterprises (MSEs)**
 - (ii) **Central Purchase Organization (CPO)**
 - (iii) **Concerned Ministry / Department.**
 - (iv) **Startups as recognized by Department of Industrial Policy & Promotion (DIPP).**
- b) **In such case, copy of the certificate showing registration with the abovementioned institutions to be uploaded in Cover-I of the e-tender in PDF format.**

- c) In case the unit is not covered as above, the EMD should be submitted online via <https://www.onlinesbi.com/sbicollect/icollecthome.htm> and the payment reference should be attached in PDF with Cover I.
- d) The EMD will be returned to the unsuccessful bidders after the orders are placed with the successful bidder.
- e) The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.
- f) No interest will be payable by the Purchaser on the Earnest Money Deposit. The earnest money of all the unsuccessful tenderers will be returned to them after finalization of order. The Earnest Money of successful bidder shall be returned on receipt of Performance Security. If the successful bidder fails to furnish the performance security or fails to supply the item as per Purchase Order (PO) terms and conditions within stipulated period, the earnest money shall be liable to be forfeited by IIT Indore

5. **Period for which the offer will remain opened:**

- a. Firms tendering should note the period for which it is desired that their offers should remain open for acceptance.
- b. Quotations qualified by such vague and indefinite expressions such as "subject to immediate acceptance", "subject to prior sale", etc. will not be considered.

6. **Opening of Tenders:** Online tender opening as specified in schedule of requirement. The received bid will be opened online, and it will be evaluated by a technical committee which will decide the suitability as per our specification and requirement. The financial offer/bid will be opened only for the offer/bid which submits all the required necessary documents and verified by the technical committee as technically qualified bidder as per Tender.

- a) **Award Criteria:** *The Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive, technically qualified and has been determined to be the lowest responsive evaluated bid.*
- b) **Purchaser's Right to vary Quantities at Time of Award:** *The Purchaser reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the tender without any change in unit price or other terms and conditions. The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract.*
- c) **Notification of Award:** *Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing by registered letter or e-mail that the bid has been accepted by way of a Purchase Order.*

7. **IIT Indore is green zone campus, hence, service provider should take back the waste packing material/item such as plastic, wrapping paper and toxic material. The permission for biomedical waste and permission to operate the facility will be responsibility of the service provider. IIT INDORE will provide all necessary document as required from institute.**

7. **Place of Service:** Health Center, IIT Indore, SIMROL, Khandwa Road, Indore – 453552 and should be delivered within schedule.

8. **Right of Acceptance:** This office does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and the firm shall supply the same at the rate quoted. The firm shall be at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity is taken from the firm.

9. Items/equipment to be installed for service is subject to inspection and acceptance and the supplier should replace the rejected items/equipment at his cost and risk.

10. **No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.**
11. **IITI reserves the right to call for techno-commercial/price negotiations. The company should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.**
12. IITI does not bind itself to accept the lowest or any tender and may cancel / withdraw the tender without assigning any reason and no claim whatsoever, for any reason arising out of such action, will be entertained by IITI.
13. **Liquidated Damages:** As Time is the essence of an order, the date of service should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5% (Half Percent) per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of IITI. In case of delay in installation and Commissioning also the same rate of penalty shall be leviable.
14. **Force Majeure:** Neither the contractor nor the institute shall be liable to the other, for any delay in or failure of their respective obligations under this contract caused by occurrences beyond the control of either party because of fire, floods, acts of God, acts of public enemy, wars, riots, strikes, lockouts, sabotage any law statute or ordinance order actions or regulations of the Government or any compliance there is similar to the above. Either party shall promptly notify the other of his commencement and cessation of such contingency and prove that such is beyond the controls and effects the implementation of this contract adversely.
15. The firm may give any of their commercial term, if required, in their techno-commercial offer only, and price quotation should contain only price.
16. Please inform the IITI in writing whether the owner of the firm or any of their partners/employees has close relations working with IIT Indore. This is for record only.
17. **IITI reserves the right to modify/alter/insertion or deletion on any part of the tender document /NIT to ensure fulfillment of its material & service requirement at any stage.**
18. The instructions about bidding given in this advertisement and the Tender Documents should be read thoroughly before bidding. IIT Indore reserves the right to accept or reject any or all quotations at any stage without assigning any reason whatsoever it may be.
19. **Cancellation:** IIT- Indore reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.
20. **Governing Law:** The order placed will be contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Indore, India to competent jurisdiction.
21. For any dispute, the place of jurisdiction shall be Indore, India only.

CHAPTER- 4
TECHNICAL BID
PART-I

(Bidder should submit compliance matrix along with Technical Bid)

Item details and technical specification as mentioned below:

Sl. No.	Item details	Qty.	Compliance Yes/No	Deviations, if any
Item No. 1	Outsourcing of Diagnostic Laboratory Test Services:- (a) Hematology (b) Biochemistry (c) Serology (d) Immunology (e) Microbiology			

A. Scope of Work of laboratory diagnostic Service:

- 1) Minimum requirement- In house facility set up for Hematology, Microbiology, Biochemistry, Serology and Immunology tests.
- 2) Supporting equipment for report generation (Hard copy report with necessary printouts) is required.
- 3) Timings- 08:00am – 05:00pm.
- 4) Test to be done by qualified personnel.
- 5) Charges for different studies may be quoted separately.
- 6) Services of Microbiologist and other specialists as required.
- 7) All the existing rules will have to be adhered to Communication with regulatory body will be done by the outsource agency.
- 8) Medico-legal issues arising out of the service will be liability of the bidders.
- 9) The report will be mailed to patients to one email address of patient's choice.
- 10) Full man power will be provided by the bidders.
- 11) Safety protocols will be responsibility of the bidders.

B. General Scope of Work

- 1) Bidder's should be able to appoint adequate staff to run the services if required.
- 2) Successful bidder shall arrange to have adequate number of qualified personal available at IIT Indore Health Centre.
- 3) Records will be maintained for 3 years and will be handed over to the SMO on discontinuation of contract.
- 4) Please note that, IIT Indore will not charge for Electricity, Water and available space provided for the same.
- 5) Average estimated total cases requiring investigations in current year – Around 2000 approximately

Note:

1. All exclusions from the Tender Document should be clearly mentioned.
2. The bidder should submit his acceptance against each column as YES/NO and if No, bidder should specify the deviation.

LIST OF ROUTINE TEST ARE ATTACHED AS ANNEXURE- I FOR REFERENCE.

(Signature of the Bidder, with Official Seal)

PART – II**A TECHNICAL TERMS & CONDITIONS:**

1. Give brief description of **Outsourcing of Diagnostic Laboratory Test Services** being offered is to be provided in case specifications offered are different, separate comparative offer specifications sheet shall be attached with details such as service offer, special condition and offered deviations if any, and remarks. Any product brief, test certificates available may be enclosed.
2. Any optional, if offered, be provided with their full technical details including their use and advantage.
3. Firms intending to participate in the rate contract should first ensure that they fulfill all the eligibility criteria as prescribed under the terms and conditions; otherwise the tenders will be summarily rejected.
4. The entire requisite infrastructure for online reporting of test/investigation results has to be provided by the bidder. The approved Supplier shall have to comply with the requirement of online system.
5. Bidder should upload National Accreditation Board for Hospitals & Healthcare Providers (NABH) and Calibration Laboratories (NABL) Certificates along with their postal addresses, Phone No. & email address.
6. Bidder shall have a minimum turnover of Rs. 1 Crore per annum in last three financial years for the financial year 2016-17, 2017-18 & 2018-19. The certificate should be certified by Chartered Accountant based on Balance sheet and Profit & Loss Account.
7. Copy of Income Tax Return of the bidder for Last Three Financial Years i.e. 2016-17, 2017-18 & 2018-19.
8. All the reports shall be signed by qualified Specialist/Doctor as per Clinical Establishment Act-2010.
9. The result of required investigations shall be reported on Integrated Disease Surveillance Program/Integrated Health Information Platform Portal as per requirement of program on daily basis. Rules and regulation amended from time to time shall be complied with in this regards.
10. **Outsourcing of Diagnostic Laboratory Test Services** centers shall be made fully functional within 3 months from the date of signing of contract.
11. Quality control measures Internal as well as External shall be followed as per standard protocol for diagnostics laboratories and it shall be sole responsibility of service provider.
12. The Service Provider shall be allotted a required space for establishing **Outsourcing of Diagnostic Laboratory Test Services** facility at Public Health Institutions as per mutual consent of both the Health Authorities and Service Provider.
13. Service Provider shall have to make complete arrangement right from initial civil work to procurement of equipment, consumables and reagent kits.
14. Day to day maintenance of Lab area including security, maintenance of hygiene and cleanliness shall be responsibility of Service Provider.
15. Ownership status of all the movable assets created from the investments made by the Service Provider shall remain with the services provider.
16. Compliance of Bio-Medical Waste (Management and Handling) Rule 2016 and other prevailing rules & regulations including Clinical Establishment Act -2010 and all other applicable labour laws, rules & regulations amended from time to time shall be responsibility of Service Provider.
17. The Provision of adequate Human Resources including Radiologist, Technicians and other staff shall be sole responsibility of the service provider, so as to make the **Outsourcing of Diagnostic Laboratory Test Services** functional.
18. National Accreditation Board for Hospitals & Healthcare Providers (NABH) and Calibration Laboratories (NABL) Certificate
19. Bidders disqualified by Technical evaluation committee in Technical bid will be given one week time to represent their case from the date of uploading the TEC report. Non-representation within the stipulated time, the tender will be processed further and no representation will be accepted thereafter.

B. COMPLIANCE OF MINIMUM WAGES ACT & OTHER STATUTORY REQUIREMENT

20. The bidder shall comply with all the provisions of minimum wages act and other applicable labour laws during execution of services. The bidder shall also comply with all other statutory provisions including provisions regarding Medical Education Qualifications, Eligibility criteria, Human Resources for providing Lab services.

Bio-medical Waste Management, Bio-safety, Occupational and Environmental Safety etc. which shall be responsibility of the Service Provider.

21. Legal Liability to the extent of reporting of Tests and its report for each reported case extends to the Service Provider.
22. The Service Provider shall maintain confidentiality of medical record and shall make adequate arrangement cyber security.
23. The Service Provider shall display list of employees working in a particular Hub as well as Spokes along with Qualifications and Registration with appropriate Council.
24. Service Provider shall not charge any sum on account of the materials & consumables issued/supplied to the patients during investigation of identified investigations.

C. OTHER TERMS & CONDITIONS:

25. The **Outsourcing of Diagnostic Laboratory Test Services** shall be awarded for initial period of 01 year and on satisfactory services may be extended upto 03 years.
26. The Health Authorities shall constitute a Quality Assurance Committee under the Chairmanship of Chief Medical Officer/ Medical Superintendent/ Medical Officer In-charge as the case may be, which shall be fully empowered to have the regular inspections of the Lab and fully authorized to recommend any action in case of any deviations in functioning of the Lab as per the contract agreement.
27. In case of wrong reporting and variance in readings of tests reports, the above said committee is authorized to impose penalty on the Lab @ of 10% of total bill for that particular week in the first instance and 20% in the second instance. If this irregularity is repeated again, the contract can be terminated of the said Lab by the appropriate authority i.e. Director IIT on the recommendation of Health Services Quality Assurance Committee.
28. All the pre-requisites such as civil, electrical, air-conditioning, computer, power back up or any other change in the site for installation of machine will be executed by the service provider at its own cost, with due permission of the Authority. The Institute will not be responsible for any loss/damage to the machine/property due to natural hazard and licensee will take adequate insurance cover at his own risk & liability for all damages arising out due to any unprecedented reasons. The service provider shall provide round the clock security services for the Laboratory testing facility at its own cost for the entire period of contract. The contract and terms thereof shall be governed by indemnification clause.
29. All expenses on account of man power, electricity, water and other maintenance of premises and the machine including Security or any other expenses incurred in the day to day running of the machine shall be borne by the Service Provider.
30. Retention of Investigation Report or otherwise shall be the responsibility of the authority and the service provider shall handover the softcopy of the report to the authority as per agreement. Legal responsibility of correct reporting shall lie with the service provider.
31. Annual review of performance and observance of terms & conditions including quality of tests shall be carried out by a committee headed by SMO. The report of this annual review shall form the basis for extension of the contract annually within the contract period.
32. The service provider shall be responsible for storage report of all **Outsourcing of Diagnostic Laboratory Test Services** tests done by the service provider for period of 3 years. In case of change of service provider for any reason, the stored data and images must be transferred to the new provider for continuation of storage.
33. The service provider shall provide soft copy & hard copy of reports to the Institute & Patients respectively, free of cost.

D. INSPECTION OF SITE & INFRASTRUCTURE:

34. The interested bidder may inspect the respective Health Centre at Institutions, where the services are to be rendered, during all the working days till last date of submission of tender.
35. The IIT Indore will not be liable for any expenditure incurred in such inspection or in the preparation of the bids.

E. COMMERCIAL

1. Payment: 100% payment will be released against invoice on monthly basis after acceptance and satisfactory certificate by the Health Centre, IIT Indore.
2. In case of delayed services, liquidated damages at the rate of 0.5 percent per week of delay with a maximum of **10 percent of monthly billed value will be levied.**
3. The firm has to submit a performance security of **Rs. 2,00,000/- (Rupees Two Lakh only)** from an Indian Scheduled Bank within 30 days of award of contract in the form bank guarantee valid for 2 months beyond the expiry of contract period. No interest will be payable by the Purchaser on the Performance Security deposited. If PBG is not submitted the 10% payment of the total order value will be withheld till such time PBG is submitted. In case supplier fails to provide satisfactory sale service within the warranty period, the Performance Security submitted by the firm is liable to be forfeited. **PBG format, refer Chapter – 10.**
4. Please note clearly that faxed, mailed and opened quotations are liable to be rejected.

The bidder should submit his acceptance against each point and in case of on-acceptance specify the deviation.

(Signature of the Service Provider, with Official Seal)



CHAPTER- 5
PART – II (PRICE-BID)

- a) Price bid should be in the format enclosed with tender at Annexure “B”. Conditional offer will render the tender/bid automatically invalid.
- b) The tender should be clearly filled or typed and signed in ink legibly giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature, shall invalidate the tender. The tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.
- c) The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- d) Failure to fulfil any of the conditions given above shall render the tender liable for rejection.

Annexure- B

Firm should submit the Price bid on Firm's/ Company Letter Head

Minimum No. of workers to be engaged as assessed by IIT for 'OUTSOURCING OF':

Sl. No.	Details of Scope of work	Amount
Details-Outsourcing of Diagnostic Laboratory Test Services		
1.	Rate List	
2.	Discount on Rate List	
3.	The service provider may provide the commercial details in separate sheet.	
4.	OTHER CHARGES, IF ANY	
Total Charge =		
GST @____% =		
TOTALCHARGES TOWARDS OUTSOURCING OF RADIOLOGY SERVICES FOR IIT INDORE =		
In Words-		

NOTE:

1. The firms should attend the prebid meeting to access the quantum of work and area before submission of bid.
2. If required, the firm will be asked to give demonstration of the services offered/visit at the operational location of the service provider.
3. Firm should specify the charges towards each component i.e. Equipment, Manpower, Consumables, etc.
4. Taxes: Taxes, statutory levies, if any will be paid as rules in force time to time.

Date:

Signature of the Service Provider with Seal & Address

CHAPTER- 6
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To _____

Sub: Acceptance of Terms & Conditions of Tender. Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
7. I/We agree to hold this offer open until **180 days** and shall be bound to supply/commission/install the equipment and dispatch the same within the specified period.
8. I/We agree to provide service within the stipulated period and as per requirement of specified in the tender.
9. **I/We agree that in case if we fail to deliver the service/complete the work within the specified period, then institute shall be liable to claim liquidated damages from me/us by invoking EMD.**
10. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Service Provider, with Official Seal)

Date:

Place:

CHAPTER- 8

PERFORMANCE SECURITY FORMAT

To

WHEREAS (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the supplier(s)/vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the supplier(s)/vendor(s) shall have no claim against us for making such payment.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

Phone No., Fax No. & e-mail id.

