

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND  
RESEARCH PUNE**



**TENDER DOCUMENT**

**FOR**

**ANALYSIS OF BLOOD AND SERUM SAMPLES**

**Dr. Homi Bhabha Road, Pune : 411 008**

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## INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

Dr. Homi Bhabha Road. Pune –411008

[[www.iiserpune.ac.in](http://www.iiserpune.ac.in)]

### TENDER NOTICE

Tender Reference No: IISER/PUR/0970/20

### TENDER FOR ANALYSIS OF BLOOD AND SERUM SAMPLES

Indian Institute of Science Education and Research Pune is an autonomous Institute under Ministry of HRD, Government of India.

The Director, IISER Pune invites bids from reputed and experienced Diagnostics labs based in PMC/PCMC area, for analysis of blood and serum samples.

The Tender Document can be downloaded from Institute website [www.iiserpune.ac.in](http://www.iiserpune.ac.in) and sealed bid is to be submitted up to the last date and time of submission of tender.

#### **Important Dates of Tender:**

Sr.	Particulars	Date	Time
1	Date of Publication / Download of Tender	11/12/2020	18:00Hrs
2	Bid Submission Start Date	11/12/2020	18:00Hrs
3	Bid Submission Close Date	28/12/2020	15:00Hrs
4.	Opening of bids	30/12/2020	14:00Hrs

#### **Amendment to Bidding Documents:**

At any time prior to the due date for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders who have down loaded the Tender Document should surf Institute website from time to time to know about the changes / modifications in the Tender Document. The changes / modifications would also be hosted on the website of the Institute and all prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.

The Director, IISER Pune reserves the right to award contract for services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason and not bound to accept the lowest tender keeping in view the Interest of the Institute. The decision of the Director, IISER Pune in this regard shall be final and binding on all.

**PROFORMA FOR EVALUATION OF BID**

Sr.	Particulars	State Details
1	Name of the agency / firm / company	
2	<b>Registered address</b> of the agency / firm / company  Land Line No Mobile No Email (Submit proof of address – Copy of Latest Corporation Tax Receipt OR copy of latest Land Line Telephone Bill OR copy of latest Electricity Bill OR Copy of Lease Agreement etc.)	
3	Address of the <b>PMC</b> office of the agency / firm / company. Land Line No  Mobile No Email (Submit proof of address – Copy of Latest Corporation Tax Receipt OR copy of latest Land Line Telephone Bill OR copy of latest Electricity Bill OR Copy of Lease Agreement etc.)	Yes / No           Submitted / Not Submitted
4	<b>Investigation lab must be located in PMC</b> <b>Land Line No</b> <b>Mobile No</b> <b>Email</b> (Submit proof of address – Copy of Latest Corporation Tax Receipt OR copy of latest Land Line Telephone Bill OR copy of latest Electricity Bill OR Copy of Lease Agreement etc.)	<b>Yes / No</b>           <b>Submitted / Not Submitted</b>
5	Legal status – Individual / proprietary / partnership firm / limited company / corporation, etc.) (Submit Copy of the appropriate registration certificate)	Legal Status : _____  Submitted / Not Submitted
6	Name, designation, and details of contact person.  Land Line No Mobile No Email	
7	Month and Year of commencement	

Sr.	Particulars	State Details
	of Chemist business.	
	Permanent Account Number (PAN).	
8	GST – Registration number.	
	Profession Tax registration number	
9	The bidder should not be currently debarred by any Government organization. An affidavit on non-judicial certificate should be submitted	Yes / No  <b>Submitted / Not Submitted</b>
10	Tender Fee (Non Refundable) to be submitted in the form of Demand Draft of Nationalized Bank / Scheduled Bank having minimum three months validity (To be submitted with Technical Bid)	No. _____ dated _____ for Rs. 1,180/- (Rupees One thousand one hundred eighty only) drawn on (name of the Bank) _____ in favor of Director, IISER Pune payable at Pune
11	All pages of the tender signed? To be submitted with the Technical Bid.	Yes / No
12	In case the tender is signed by the person other than the sole proprietor / owner, authorization given by the Executive Body authorizing the officer / partner for signing the tender documents for this tender to be submitted on letter head.	Submitted / Not Submitted / Not Applicable
13	National Accreditation Board for Testing and Calibration Laboratories (NABL) accredited Laboratories. (Submit of proof of certificate)	Yes / No

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

**Signature of Tenderer**  
**Name & seal of agency/firm/company**

## **GENERAL TERMS AND CONDITIONS**

### **1. SCOPE OF WORK**

#### **Analysis of Whole Blood**

1. Blood Glucose
2. HDL
3. LDL
4. Total Cholesterol
5. Triglycerides
6. Bilirubin
7. SGOT
8. SGPT
9. ALP
10. Complete Blood count /Hemogram

#### **Analysis of Serum**

1. Serum Urea
2. Serum Creatinine

#### **Consumables**

Supply of Vacutainers

#### **Sample pick-ups**

All locations in Pune

#### **Reports**

Via email and print

#### **Manpower**

Phlebotomist (on call, if needed)

#### **Sample storage**

Temporary storage in -20 C

**All the above analyses required to be done for 1200 samples over 3 years.**

2. **Tender Fee - Rs 1180/-**

Tender Fee or Exemption Related Certificates / Documents are needs to be submitted in original in a sealed envelope by due date at the following address with covering letter having tender details :

**Assistant Registrar (S&P)**  
**Indian Institute of Science Education and Research Pune**  
**Dr. Homi Bhabha Raod, Pashan**  
**Pune-411008**  
**Ph: 020- 2590 8017/8246**

Tender received without Tender Fee, OR Exemption Related Certificates / Documents as per requirement will be summarily rejected.

3. Bidders technically disqualified shall be intimated.
4. Telegraphic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
5. Tender in any form other than the prescribed form issued by IISER Pune shall not be considered and will be summarily rejected.
6. The rates quoted in the Financial Bid shall be valid for at least 180 days from the date of award of tender. Quote valid for a shorter period shall be liable for rejection.
7. The bidder should quote uniform discounts in percentage terms on the maximum retail price (MRP) inclusive of all taxed printed on the strip / bottle / unit packed in respect of all items of supplies to be made under the contract. The quoted offer shall be on the MRP inclusive of all taxes and shall remain fixed for the entire period of contract.
8. **Selection of Bidder**
  - Institute may obtain confidential feedback from the clients of the eligible Diagnostic services regarding the quality of services provided, etc.
  - **In case more than one bidder offers lowest rates, a Tie breaker will be used. The 1st Tie breaker will be the Turnover of the Diagnostic agency in last financial year (2019-20) i.e., the Diagnostic agency with higher turnover will be preferred & even if this is matching which is highly unlikely, the 2nd Tie breaker will be the distance of the agency from the IISER Pune & the agency with lesser motorable distance from the IISER**



(as measured using “Google Maps”) will be awarded the tender.

#### 9. Taxes

- The successful agency shall be liable for depositing all taxes, levies, cess, etc. to concerned tax collection authorities from time to time as per extant rules and regulations on the matter on account of services rendered by it to the Institute.
- The Income Tax (T.D.S.) shall be deducted at prevailing rate from bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by the Institute to the agency.
- In case, the successful agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof Institute is put to any loss / obligation, monetary or otherwise, it shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

10. IISER requires that the bidder under this bid observes the highest standard of ethics during execution of such contract.

11. IISER will reject the proposal for award if it determines that the bidder recommended for award is engaged in corrupt or fraudulent practices in competing for the contract in question.

12. The successful agency will have to make agreement with the Institute broadly covering scope of work, requirements, terms and conditions of the services to be provided to the Institute on a non judicial stamp paper of Rs. 500/- or as per the prevailing requirement, the cost of which will be borne by the contracting agency/firm/company.

13. The Successful agency shall deposit an amount of 3% value of work order as Security deposit/performance bank guarantee within 15 days from the date of signing the agreement in the form of demand draft/B.G drawn in favour of “Director IISER Pune” for the duration of the contract plus two months. In case of violation of any of the terms of contract, violations of any of the statutory requirements, unlawful business practices by which operations at the Institute are affected, Institute shall forfeit this deposit. On satisfactory conclusion of contract, the said deposit shall be refunded to the agency.

#### 14. Period of Contract

- The contract shall be initially for a period of **three years**..



- The contracting agency shall provide the services continuously as per the award of contract. In case of discontinuation of services by the agency in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc. The agency shall be liable for necessary legal action and the Institute shall also forfeit performance security deposit of the agency.
- The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without prior written consent of the Institute.

### **15. COMMENCEMENT AND TERMINATION**

The contract may be terminated in any of the following contingencies:-

1. On giving one month notice by the Institute OR
2. On giving three months' notice by the agency OR
3. On the expiry of the contract, without any notice. OR
4. On giving one month notice by the Institute at any time during the tenancy of contract, in case the services rendered by the agency are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for this services. OR
5. On assigning of the contract or any part thereof or any benefit or interest therein or there under by the agency to any third party for sub-letting the whole or a part of the contract to any third party. OR
6. On agency being declared insolvent by the competent Court of Law without any notice.

In case of termination of contract on the grounds mentioned at Sr. No 4 & 5 above the Institute shall forfeit the Bank guarantee and the agency shall not have any claim/right against the Institute.

Provided that during the notice period for termination of the contract, in the situation stated above, the agency shall keep on discharging his duties as before till the expiry of notice period.

### **19. LAST PAYMENT:**

The last payment of the agency will be cleared only after obtaining clearance of any liabilities not pending.

## **20. RIGHT TO ACCEPT / REJECT ANY BID**

The Director IISER Pune, reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time 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 the IISER action. The Director, IISER Pune doesn't pledge himself/herself to accept the highest discount offering Bid or any Bid and reserves to him/herself the right of accepting the whole or any part of the Bid and Bidder shall supply the medicines at the rates quoted.

## **21. FORCE MAJEURE:**

- Agency shall not be liable for forfeiture of its performance security, imposition of penalty or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure which means an event beyond the control of the supplier and not involving the agency fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. If a force majeure situation arises the agency shall promptly notify the purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- Force Majeure shall not include insufficiency of funds or manpower or any event which is caused by negligence or intentional action of supplier.

## **22. INDEMNITY**

The successful bidder shall indemnify the IISER Pune against all actions, suits, claims and demands brought or made against it in respect of anything done or committed to be done by the successful bidder in execution of or in connection with the work of this contract and against any loss or damage to the IISER Pune in consequence to any action or suit being brought against the successful bidder for anything done or committed to be done in the execution of this contract. The successful bidder will abide by the job safety measures prevalent in India and will free the IISER Pune from all demands or responsibilities arising from accidents or loss of life, the cause of which is the successful bidder's negligence. The successful bidder will pay all indemnities arising from such incidents without any extra cost to IISER Pune and will not hold the IISER Pune responsible or obligated. The IISER Pune may at its discretion and entirely at the cost of the bidder defend such suit, either jointly with the successful bidder or single in case the latter chooses not to defend the case.



### **23. RESERVATION OF RIGHT FOR APPOINTMENT OF MORE AGENCY FOR IISER PUNE.**

- The Director, IISER Pune, reserves the right to appoint any number of Authorized Local agencies.
- Without prejudice to the rights, services can be preferred from any of the Agencies.

The following steps/measures will be adopted in the instances mentioned below:

- a. Exit by agency midway through contract
- b. Unsatisfactory performance report regarding agency received from users

### **ARBITRATION**

1. The contracting agency/firm/company and the Institute shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Pune. The resultant contract will be interpreted under Indian Laws.
2. In the event of any question, dispute or difference arising under or in connection herewith, the same shall be referred to the sole arbitration to Director, IISER Pune or his nominee.
3. The award of the Arbitrator shall be final and binding on the parties. In the event of such Arbitrator to whom he matter is originally referred is being transferred or vacating his office or in the event of his resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
4. The Arbitrator may give interim award and / or directions in the interest of justice.
5. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modifications thereof from time to time being in force shall be deemed to apply to the arbitration proceeding under this clause.

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## SPECIAL TERMS AND CONDITIONS

1. The tender is for collection of blood and serum samples from all over Maharashtra.
2. The agency shall maintain separate record and register for the sample report provided to IISER PUNE.
3. The agency will ensure that the samples are transported and supplied to the IISER Pune while maintaining the -20 C as required for the sample e.g. maintenance of cold chain etc.
4. The designated agency shall collect the samples.
5. Signature of recipient of samples.
6. The reports should be communicated through electronic media to IISER Pune till 6.30 pm.
7. The agency will make available all registers and records for verification / authentication to the Competent Authorities of IISER as and when required.
8. **ONLINE CONNECTIVITY WITH IISER:** - The agency shall ensure reliable internet connectivity to ensure connectivity to IISER PUNE Network to receive online reports.
9. **PRESENTATION OF BILLS:**
  - i) The agency will prepare and submit consolidated bill to IISER on fortnightly/monthly basis.
  - ii) Payment against Bill shall be made only after satisfactory services to be certified by the Administration. No advance payment will be made. The payment will be made by bank transfer. Payments of the bills presented will normally be arranged in 4 to 6 weeks of presentation of the bills, however the agency shall make no claim from IISER Pune in respect of interest or damages in case the payment is delayed for any reasons.
  - iii) The bill should clearly indicate the details of the samples collected.

## **SECURITY DEPOSIT**

**Within fifteen (15) days of the award of contract, the vendor shall furnish a Security Deposit amounting to 3% of order value in the form of Demand Draft/Bank Guarantee (from scheduled Bank only) favoring the Director, Indian Institute of Science Education and Research, Pune.**

The IISER will forfeit the 3% security deposit if vendor fails to execute the order as per the Purchase Order. This Security Deposit will be refunded to the vendor only on successful completion of the contract.

The Security Deposit should be valid for a contract period of as we plan to extend the same as Performance Bank Guarantee.

Bank Guarantee wherever mentioned in this document may be read as “Bank Guarantee from any Scheduled Bank” only.

The amount of Performance Security shall be liable to be forfeited if the services rendered by the agency are not satisfactory or are not conforming to quality. The Performance Security is also liable to be forfeited if the authorized agency:

- i. Fails to adhere to the terms of the Contract or
- ii. Delays collection of samples
- iii Delays report.
- iv. If the agency is found engaged in corrupt, collusive, coercive and/or fraudulent practices including subcontracting.

## **17. DEDUCTIONS FOR DELAY/ DEFAULT**

17.1 If there are more than 5 established complaints in one month then agency will be penalized Rs.1000/- and he will have to discuss the issue with the committee.

**PRICE SCHEDULE**

	<p><b>PER SAMPLE CHARGES AS PER SCOPE OF WORK</b>  <b>(Item wise break up of charges should be submitted along with the bid)</b></p>	
<b>A</b>	<b>Analysis of Whole Blood</b>	
1	Blood Glucose	
2	HDL	
3	LDL	
4	Total Cholesterol	
5	Triglycerides	
6	Bilirubin	
7	SGOT	
8	SGPT	
9	ALP	
10	Complete Blood count /Hemogram	
<b>B</b>	<b>Analysis of Serum</b>	
1	Serum Urea	
2	Serum Creatinine	
<b>C</b>	<b>Consumables</b>	
1	Supply of Vacutainers	

**Note:**

**Signature & Seal of agency**



**(COVERING LETTER)**  
**(To be submitted along with technical bid on letter head)**

From:  
Agency  
With phone, email, & mobile no.

To,  
The Director  
INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH  
Pashan, Pune – 411 008.

Reference: Tender Notice published in Institutes website \

Subject: Tender for collection of Blood and Serum sample.

Sir,

With respect to the tender notice published in Institutes website.

I / We hereby submit my / our tender in a required format.

I / We will adhere to the requirements prescribed by IISER Pune. I / We have carefully gone through the requirements, evaluation criteria, terms and conditions and prescribed formats carefully and I / We accept the same without any alterations/modifications.

I/We are fully aware of the nature of services and strictly in accordance with the requirements of IISER.

Yours Sincerely,  
**Signature, Name and seal of contracting agency/firm/company**

**BIDDER INFORMATION FORM**

Company Name : \_\_\_\_\_  
Registration Number : \_\_\_\_\_  
Registered Address : \_\_\_\_\_  
\_\_\_\_\_  
Name of Partners /Director : \_\_\_\_\_  
\_\_\_\_\_  
City : \_\_\_\_\_  
Postal Code : \_\_\_\_\_  
Company's Establishment Year : \_\_\_\_\_  
Company's Nature of Business : \_\_\_\_\_

Company's Legal Status (tick on appropriate option )

- 1) Limited Company
- 2) Undertaking
- 3) Joint Venture
- 4) Partnership
- 5) Others

Company Category

- 1) Micro Unit as per MSME
- 2) Small Unit as per MSME
- 3) Medium Unit as per MSME
- 4) Ancillary Unit
- 5) SSI
- 6) Others

**CONTACT DETAILS**

Contact Name : \_\_\_\_\_  
Email Id : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Phone No : ( \_\_\_\_\_ ) \_\_\_\_\_

Mobile No : \_\_\_\_\_

**BANK DETAILS**

Name of Beneficiary : \_\_\_\_\_  
A/c. No. CC/CD/SB/OD: \_\_\_\_\_  
Name of Bank : \_\_\_\_\_  
IFSC NO. (Bank) : \_\_\_\_\_

**Enclose scan copy of cancelled Cheque.**

Branch Address and Branch Code: \_\_\_\_\_  
\_\_\_\_\_

**Other Details**

Vendor's PAN No. \_\_\_\_\_

Vendor's GST: \_\_\_\_\_ x



**CERTIFICATE  
(to be provided on letter head of the firm)**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

**Date:**

**Authorized Signatory**

**Name:**

**Place:**

**Designation:**

**Contact No.:**

**BID SECURITY DECLARATION**  
**(On company letter head)**

To,  
The Director  
Indian Institute of Science Education and Research Pune.  
Dr. Homi Bhabha Road, Pashan,  
Pune-411008

Subject: Bid Security Declaration

It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that IISER, Pune is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD/SD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. Further IISER, Pune is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which are improper / illegal during the execution in case the tender is awarded to us.

Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.

Our Firm/ Company/ Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any other Govt. Organization.

I/We are accepting that if we withdraw or modify our bids during period of validity etc., we will be suspended for the period of six months to participate in any tender issued by IISER Pune.

**Date:**

**Signature of the Tenderer**

**Place:**

**Stamp**

## **IMPORTANT NOTICE**

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER PUNE WILL PROCESS THE TENDER AS PER IISER PUNE STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IISER PUNE WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHOSE BIDS ARE REJECTED.

**I agree to all terms and conditions mentioned in the tender document of the Institute**

**Signature of the Tenderer**

### Checklist for BIDDERS

BIDDERS to indicate whether the following are enclosed/mentioned by striking out the non-relevant option.

(Following documents to be provided )		
Sl. No.	Content	Document Attached
1	Scan copies of both Tender Fee of Rs 1180/-	( Yes /No )
2	Documents as per bid	( Yes /No )
3	Bidder Information form as per Annexure-'A'	( Yes /No )
4	Blacklist certificate as per Annexure-'B'	( Yes /No )
5	<b>Bid Security Declaration as per Annexure-C</b>	( Yes /No )
5	<b>Undertaking that the successful BIDDER agrees to give 3% of order value as security deposit/ Performance Bank Guarantee for contract period</b>	( Yes /No )
6	Self-Attested copy of GST Number (as applicable)	( Yes /No )
7	Tender Terms & Conditions Acceptance signed with official seal is attached	( Yes /No )